

**AGREEMENT FOR SERVICES
BETWEEN
THE CITY OF CATHEDRAL CITY, CALIFORNIA
AND
Mintier Harnish LP**

This Agreement for Services ("Agreement") is entered into as of this 11th day of December 2024 by and between the City of Cathedral City, a municipal corporation ("City") and Mintier Harnish LP ("Contractor"). City and Contractor are sometimes hereinafter individually referred to as "Party" and hereinafter collectively referred to as the "Parties."

RECITALS

A. City has sought, by request for proposals, the performance of the services defined and described particularly in Section 2 of this Agreement.

B. Contractor, following submission of a proposal for the performance of the services defined and described particularly in Section 2 of this Agreement, was selected by the City to perform those services.

C. The Parties desire to formalize the selection of Contractor for performance of those services defined and described particularly in Section 2 of this Agreement and desire that the terms of that performance be as particularly defined and described herein.

OPERATIVE PROVISIONS

NOW, THEREFORE, in consideration of the mutual promises and covenants made by the Parties and contained here and other consideration, the value and adequacy of which are hereby acknowledged, the Parties agree as follows:

SECTION 1. TERM OF AGREEMENT.

Subject to the provisions of Section 20 "Termination of Agreement" of this Agreement, the Term of this Agreement is for 24 months commencing on the date first ascribed above.

SECTION 2. SCOPE OF SERVICES & SCHEDULE OF PERFORMANCE.

Contractor agrees to perform the services set forth in Exhibit "A" "Scope of Services" (hereinafter, the "Services") and made a part of this Agreement by this reference. The Services shall be completed pursuant to the schedule specified in Exhibit "A." Should the Services not be completed pursuant to that schedule, the Service Provider shall be deemed to be in Default of this Agreement. The City, in its sole discretion, may choose not to enforce the Default provisions of this Agreement and may instead allow Service Provider to continue performing the Services.

SECTION 3. ADDITIONAL SERVICES.

Contractor shall not be compensated for any work rendered in connection with its performance of this Agreement that are in addition to or outside of the Services unless such additional services are authorized in advance and in writing in accordance with Section 26 "Administration and Implementation" or Section 28 "Amendment" of this Agreement. If and when such additional work is authorized, such additional work shall be deemed to be part of the Services.

SECTION 4. COMPENSATION AND METHOD OF PAYMENT.

(a) Subject to any limitations set forth in this Agreement, City agrees to pay Contractor the amounts specified in Exhibit "B" "Compensation" and made a part of this Agreement by this reference. The total compensation, including reimbursement for actual expenses, shall not exceed four-hundred seventy nine thousand, seven hundred and twenty dollars (\$479,720), unless additional compensation is approved in writing in accordance with Section 26 "Administration and Implementation" or Section 28 "Amendment" of this Agreement.

(b) Each month Contractor shall furnish to City an original invoice for all work performed and expenses incurred during the preceding month. The invoice shall detail charges by the following categories: labor (by sub-category), travel, materials, equipment, supplies, and subcontractor contracts. Subcontractor charges shall be detailed by the following categories: labor, travel, materials, equipment and supplies. If the compensation set forth in subsection (a) and Exhibit "B" include payment of labor on an hourly basis (as opposed to labor and materials being paid as a lump sum), the labor category in each invoice shall include detailed descriptions of task performed and the amount of time incurred for or allocated to that task. City shall independently review each invoice submitted by the Contractor to determine whether the work performed and expenses incurred are in compliance with the provisions of this Agreement. In the event that no charges or expenses are disputed, the invoice shall be approved and paid according to the terms set forth in subsection (c). In the event any charges or expenses are disputed by City, the original invoice shall be returned by City to Contractor for correction and resubmission.

(c) Except as to any charges for work performed or expenses incurred by Contractor which are disputed by City, City will use its best efforts to cause Contractor to be paid within thirty (30) days of receipt of Contractor's correct and undisputed invoice.

(d) Payment to Contractor for work performed pursuant to this Agreement shall not be deemed to waive any defects in work performed by Contractor.

SECTION 5. INSPECTION AND FINAL ACCEPTANCE.

City may inspect and accept or reject any of Contractor's work under this Agreement, either during performance or when completed. City shall reject or finally accept Contractor's work within sixty (60) days after submitted to City. City shall reject work by a timely written explanation, otherwise Contractor's work shall be deemed to have been accepted. City's acceptance shall be conclusive as to such work except with respect to latent defects, fraud and such gross mistakes as amount to fraud. Acceptance of any

of Contractor's work by City shall not constitute a waiver of any of the provisions of this Agreement including, but not limited to, Section 16 "Indemnification" and Section 17 "Insurance."

SECTION 6. OWNERSHIP OF DOCUMENTS.

All original maps, models, designs, drawings, photographs, studies, surveys, reports, data, notes, computer files, files and other documents prepared, developed or discovered by Contractor in the course of providing the Services pursuant to this Agreement shall become the sole property of City and may be used, reused or otherwise disposed of by City without the permission of the Contractor. Upon completion, expiration or termination of this Agreement, Contractor shall turn over to City all such original maps, models, designs, drawings, photographs, studies, surveys, reports, data, notes, computer files, files and other documents.

If and to the extent that City utilizes for any purpose not related to this Agreement any maps, models, designs, drawings, photographs, studies, surveys, reports, data, notes, computer files, files or other documents prepared, developed or discovered by Contractor in the course of providing the Services pursuant to this Agreement, Contractor's guarantees and warranties in Section 9 "Standard of Performance" of this Agreement shall not extend to such use of the maps, models, designs, drawings, photographs, studies, surveys, reports, data, notes, computer files, files or other documents.

All final work product developed by Contractor in the course of providing the Services pursuant to this Agreement shall become the sole property of City and may be used, reused or otherwise disposed of by City without the permission of the Contractor. Upon completion, expiration or termination of this Agreement, Contractor shall turn over to City all such final work product if paid for by the City. This provision specifically excludes Contractors' work notes and drafts, which are owned by Contractor, not City.

SECTION 7. CONTRACTOR'S BOOKS AND RECORDS.

(a) Contractor shall maintain any and all documents and records demonstrating or relating to Contractor's performance of the Services. Contractor shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, or other documents or records evidencing or relating to the Services, including expenditures and disbursements charged to City pursuant to this Agreement. Any and all such documents or records shall be maintained in accordance with generally accepted accounting principles and shall be sufficiently complete and detailed so as to permit an accurate evaluation of the services provided by Contractor pursuant to this Agreement. Any and all such documents or records shall be maintained for three (3) years from the date of execution of this Agreement and to the extent required by laws relating to audits of public agencies and their expenditures. In accordance with California Government Code Section 8546.7, if the total compensation in Section 4 exceeds ten thousand dollars (\$10,000.00), this Agreement and the Contractor's books and records related to this Agreement shall be subject to the examination and audit of the State Auditor, at the

request of City or as part of any audit of the City, for a period of three (3) years after final payment under the Agreement.

(b) Any and all records or documents required to be maintained pursuant to this section shall be made available for inspection, audit and copying, at any time during regular business hours, upon request by City or its designated representative. Copies of such documents or records shall be provided directly to the City for inspection, audit and copying when it is practical to do so; otherwise, unless an alternative is mutually agreed upon, such documents and records shall be made available at Contractor's address indicated for receipt of notices in this Agreement.

(c) Where City has reason to believe that any of the documents or records required to be maintained pursuant to this section may be lost or discarded due to dissolution or termination of Contractor's business, City may, by written request, require that custody of such documents or records be given to the City. Access to such documents and records shall be granted to City, as well as to its successors-in-interest and authorized representatives.

SECTION 8. INDEPENDENT CONTRACTOR.

(a) Contractor is and shall at all times remain a wholly independent contractor and not an officer, employee or agent of City. Contractor shall have no authority to bind City in any manner, nor to incur any obligation, debt or liability of any kind on behalf of or against City, whether by contract or otherwise.

(b) The personnel performing the Services under this Agreement on behalf of Contractor shall at all times be under Contractor's exclusive direction and control. Neither City, nor any elected or appointed boards, officers, officials, employees or agents of City, shall have control over the conduct of Contractor or any of Contractor's personnel. Contractor shall not at any time or in any manner represent that Contractor or any of Contractor's personnel are in any manner officials, officers, or employees of City.

(c) Neither Contractor, nor any of Contractor's personnel shall obtain any rights to retirement, health care or any other benefits which may otherwise accrue to City's employees. Contractor expressly waives any claim Contractor, its officers, employees, agents or subcontractors, may have to any such rights. Contractor's indemnity obligations in Section 16 "Indemnification" of this Agreement include the obligation to indemnify the City from and against any liability that may arise related to claims that Contractor, its officers, employees, agents or subcontractors, are entitled to retirement, health care or any other benefits that accrue to City employees. This provision shall survive the expiration or earlier termination of this Agreement.

SECTION 9. STANDARD OF PERFORMANCE.

(a) Contractor represents and warrants that it has the qualifications, experience and facilities necessary to properly perform the Services required under this Agreement in a thorough, competent and professional manner. Contractor shall at all times faithfully, competently and to the best of its ability, experience and talent, perform all Services. In meeting its obligations under this Agreement, Contractor shall employ, at a minimum,

generally accepted standards and practices utilized by persons engaged in providing services similar to the Services required of Contractor under this Agreement. In addition to the general standards of performance set forth this section, additional specific standards of performance and performance criteria may be set forth in Exhibit "A" "Scope of Work" that shall also be applicable to Contractor's work under this Agreement. Where there is a conflict between a general and a specific standard of performance or performance criteria, the specific standard or criteria shall prevail over the general.

(b) Contractor warrants that (1) it has thoroughly investigated and considered the work to be performed, (2) it has investigated the issues, regarding the scope of services to be provided, (3) it has carefully considered how the work should be performed, and (4) it fully understands the facilities, difficulties and restrictions attending performance of the work under this Agreement.

SECTION 10. COMPLIANCE WITH APPLICABLE LAWS; PERMITS AND LICENSES.

Contractor shall keep itself informed of and comply with all applicable federal, state and local laws, statutes, codes, ordinances, regulations and rules in effect during the term of this Agreement. Contractor shall obtain any and all licenses, permits and authorizations necessary to perform the Services set forth in this Agreement. Neither City, nor any elected or appointed boards, officers, officials, employees or agents of City, shall be liable, at law or in equity, as a result of any failure of Contractor to comply with this section.

SECTION 11. PREVAILING WAGE LAWS

It is the understanding of City and Contractor that California prevailing wage laws do not apply to this Agreement because the Agreement does not involve any of the following services subject to prevailing wage rates pursuant to the California Labor Code or regulations promulgated thereunder: Construction, alteration, demolition, installation, or repair work performed on public buildings, facilities, streets or sewers done under contract and paid for in whole or in part out of public funds. In this context, "construction" includes work performed during the design and preconstruction phases of construction including, but not limited to, inspection and land surveying work.

SECTION 12. NONDISCRIMINATION.

Contractor shall not discriminate, in any way, against any person on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status in connection with or related to the performance of this Agreement.

SECTION 13. UNAUTHORIZED ALIENS.

Contractor hereby promises and agrees to comply with all of the provisions of the Federal Immigration and Nationality Act, 8 U.S.C.A. §§ 1101, et seq., as amended, and in connection therewith, shall not employ unauthorized aliens as defined therein. Should Contractor so employ such unauthorized aliens for the performance of the Services, and

should the any liability or sanctions be imposed against City for such use of unauthorized aliens, Contractor hereby agrees to and shall reimburse City for the cost of all such liabilities or sanctions imposed, together with any and all costs, including attorneys' fees, incurred by City.

SECTION 14. CONFLICTS OF INTEREST.

(a) Contractor covenants that neither it, nor any officer or principal of its firm, has or shall acquire any interest, directly or indirectly, which would conflict in any manner with the interests of City or which would in any way hinder Contractor's performance of the Services. Contractor further covenants that in the performance of this Agreement, no person having any such interest shall be employed by it as an officer, employee, agent or subcontractor without the express written consent of the City Manager. Contractor agrees to at all times avoid conflicts of interest or the appearance of any conflicts of interest with the interests of City in the performance of this Agreement.

(b) City understands and acknowledges that Contractor is, as of the date of execution of this Agreement, independently involved in the performance of non-related services for other governmental agencies and private parties. Contractor is unaware of any stated position of City relative to such projects. Any future position of City on such projects shall not be considered a conflict of interest for purposes of this section.

(c) City understands and acknowledges that Contractor will perform non-related services for other governmental agencies and private Parties following the completion of the Services under this Agreement. Any such future service shall not be considered a conflict of interest for purposes of this section.

(d) City may determine that Contractor must disclose its financial interests by completing and filing a Fair Political Practices Commission Form 700, Statement of Economic Interests. If such a determination is made, Contractor shall file the subject Form 700 with the City Clerk's Office pursuant to the written instructions provided by the Office of the City Clerk within ten (10) days of the request.

SECTION 15. CONFIDENTIAL INFORMATION; RELEASE OF INFORMATION.

(a) All information gained or work product produced by Contractor in performance of this Agreement shall be considered confidential, unless such information is in the public domain or already known to Contractor. Contractor shall not release or disclose any such information or work product to persons or entities other than City without prior written authorization from the City Manager, except as may be required by law.

(b) Contractor, its officers, employees, agents or subcontractors, shall not, without prior written authorization from the City Manager or unless requested by the City Attorney of City, voluntarily provide declarations, letters of support, testimony at depositions, response to interrogatories or other information concerning the work performed under this Agreement. Response to a subpoena or court order shall not be considered "voluntary" provided Contractor gives City notice of such court order or subpoena.

(c) If Contractor, or any officer, employee, agent or subcontractor of Contractor, provides any information or work product in violation of this Agreement, then City shall have the right to reimbursement and indemnity from Contractor for any damages, costs and fees, including attorney's fees, caused by or incurred as a result of Contractor's conduct.

Contractor shall promptly notify City should Contractor, its officers, employees, agents or subcontractors, be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions or other discovery request, court order or subpoena from any party regarding this Agreement and the work performed thereunder. City retains the right, but has no obligation, to represent Contractor or be present at any deposition, hearing or similar proceeding. Contractor agrees to cooperate fully with City and to provide City with the opportunity to review any response to discovery requests provided by Contractor. However, this right to review any such response does not imply or mean the right by City to control, direct, or rewrite said response. Contractor shall not be held criminally or civilly liable under any Federal or State trade secret law for the disclosure of a trade secret that is made in confidence to a Federal, State, or local government official or to an attorney solely for the purpose of reporting or investigating a suspected violation of law or for the disclosure of a trade secret that is made in a complaint or other document filed in a lawsuit or other proceeding, if such filing is made under seal.

SECTION 16. INDEMNIFICATION.

(a) Indemnification for Professional Liability. Where the law establishes a professional standard of care for Contractor's services, to the fullest extent permitted by law, Contractor shall indemnify, protect, defend and hold harmless City and any and all of its officials, employees and agents ("Indemnified Parties") from and against any and all liability (including liability for claims, suits, actions, arbitration proceedings, administrative proceedings, regulatory proceedings, losses, expenses or costs of any kind, whether actual, alleged or threatened, including attorneys' fees and costs, court costs, interest, defense costs, and expert witness fees) arise out of, are a consequence of, or are in any way attributable to, in whole or in part, any negligent or wrongful act, error or omission of Contractor, or by any individual or entity for which Contractor is legally liable, including but not limited to officers, agents, employees or subcontractors of Contractor, in the performance of professional services under this Agreement. Notwithstanding the foregoing, to the extent that the Consultant's services are subject to California Civil Code Section 2782.8, the above indemnity, including the cost to defend, shall be limited to the extent required by Civil Code Section 2782.8.

(b) Indemnification for Other than Professional Liability. Other than in the performance of professional services and to the full extent permitted by law, Contractor shall indemnify, protect, defend and hold harmless City, and any and all of its employees, officials and agents from and against any liability (including liability for claims, suits, actions, arbitration proceedings, administrative proceedings, regulatory proceedings, losses, expenses or costs of any kind, whether actual, alleged or threatened, including attorneys' fees and costs, court costs, interest, defense costs, and expert witness fees), where the same arise out of, are a consequence of, or are in any way attributable to, in

whole or in part, the performance of this Agreement by Contractor, or by any individual or entity for which Contractor is legally liable, including but not limited to officers, agents, employees or subcontractors of Contractor.

(c) Indemnification from Subcontractors. Contractor agrees to obtain executed indemnity agreements with provisions identical to those set forth in this section from each and every subcontractor or any other person or entity involved by, for, with or on behalf of Contractor in the performance of this Agreement naming the Indemnified Parties as additional indemnitees. In the event Contractor fails to obtain such indemnity obligations from others as required herein, Contractor agrees to be fully responsible according to the terms of this section. Failure of City to monitor compliance with these requirements imposes no additional obligations on City and will in no way act as a waiver of any rights hereunder. This obligation to indemnify and defend City as set forth herein is binding on the successors, assigns or heirs of Contractor and shall survive the termination of this Agreement or this section.

(d) City's Negligence. The provisions of this section do not apply to claims occurring as a result of City's sole negligence. The provisions of this section shall not release City from liability arising from gross negligence or willful acts or omissions of City or any and all of its officials, employees and agents.

SECTION 17. INSURANCE.

Contractor agrees to obtain and maintain in full force and effect during the term of this Agreement the insurance policies set forth in Exhibit "C" "Insurance" and made a part of this Agreement. All insurance policies shall be subject to approval by City as to form and content. These requirements are subject to amendment or waiver if so approved in writing by the City Manager. Contractor agrees to provide City with copies of required policies upon request.

SECTION 18. ASSIGNMENT.

The expertise and experience of Contractor are material considerations for this Agreement. City has an interest in the qualifications and capability of the persons and entities who will fulfill the duties and obligations imposed upon Contractor under this Agreement. In recognition of that interest, Contractor shall not assign or transfer this Agreement or any portion of this Agreement or the performance of any of Contractor's duties or obligations under this Agreement without the prior written consent of the City. Any attempted assignment shall be ineffective, null and void, and shall constitute a material breach of this Agreement entitling City to any and all remedies at law or in equity, including termination of this Agreement pursuant to Section 20 "Termination of Agreement." City acknowledges, however, that Contractor, in the performance of its duties pursuant to this Agreement, may utilize subcontractors.

SECTION 19. CONTINUITY OF PERSONNEL.

Contractor shall make every reasonable effort to maintain the stability and continuity of Contractor's staff and subcontractors, if any, assigned to perform the Services. Contractor shall notify City of any changes in Contractor's staff and

subcontractors, if any, assigned to perform the Services prior to and during any such performance.

SECTION 20. TERMINATION OF AGREEMENT.

(a) City may terminate this Agreement, with or without cause, at any time by giving thirty (30) days written notice of termination to Contractor. In the event such notice is given, Contractor shall cease immediately all work in progress.

(b) Contractor may terminate this Agreement for cause at any time upon thirty (30) days written notice of termination to City.

(c) If either Contractor or City fail to perform any material obligation under this Agreement, then, in addition to any other remedies, either Contractor, or City may terminate this Agreement immediately upon written notice.

(d) Upon termination of this Agreement by either Contractor or City, all property belonging exclusively to City which is in Contractor's possession shall be returned to City. Contractor shall furnish to City a final invoice for work performed and expenses incurred by Contractor, prepared as set forth in Section 4 "Compensation and Method of Payment" of this Agreement. This final invoice shall be reviewed and paid in the same manner as set forth in Section 4 "Compensation and Method of Payment" of this Agreement.

SECTION 21. DEFAULT.

In the event that Contractor is in default under the terms of this Agreement, the City shall not have any obligation or duty to continue compensating Contractor for any work performed after the date of default. Instead, the City may give notice to Contractor of the default and the reasons for the default. The notice shall include the timeframe in which Contractor may cure the default. This timeframe is presumptively thirty (30) days, but may be extended, though not reduced, if circumstances warrant. During the period of time that Contractor is in default, the City shall hold all invoices and shall, when the default is cured, proceed with payment on the invoices. In the alternative, the City may, in its sole discretion, elect to pay some or all of the outstanding invoices during the period of default. If Contractor does not cure the default, the City may take necessary steps to terminate this Agreement under Section 20 "Termination of Agreement." Any failure on the part of the City to give notice of the Contractor's default shall not be deemed to result in a waiver of the City's legal rights or any rights arising out of any provision of this Agreement.

SECTION 22. EXCUSABLE DELAYS.

Contractor shall not be liable for damages, including liquidated damages, if any, caused by delay in performance or failure to perform due to causes beyond the control of Contractor. Such causes include, but are not limited to, acts of God, acts of the public enemy, acts of federal, state or local governments, acts of City, court orders, fires, floods,

epidemics, strikes, embargoes, and unusually severe weather. The term and price of this Agreement shall be equitably adjusted for any delays due to such causes.

SECTION 23. COOPERATION BY CITY.

All public information, data, reports, records, and maps as are existing and available to City as public records, and which are necessary for carrying out the Services shall be furnished to Contractor in every reasonable way to facilitate, without undue delay, the Services to be performed under this Agreement.

SECTION 24. NOTICES.

All notices required or permitted to be given under this Agreement shall be in writing and shall be personally delivered, or sent by certified mail, postage prepaid and return receipt requested, addressed as follows:

To City: City of Cathedral City
 Attn: City Clerk
 68700 Avenida Lalo Guerrero
 Cathedral City, CA 92234

To Contractor: Mintier Harnish LP
 Attn: Jim Harnish
 1415 20th Street
 Sacramento, CA 95811

Notice shall be deemed effective on the date personally delivered or, if mailed, three (3) days after deposit of the same in the custody of the United States Postal Service.

SECTION 25. AUTHORITY TO EXECUTE.

Each of the signatories hereto represents and warrants that he or she is competent and authorized to enter into this Agreement on behalf of the Party for whom he or she purports to sign. Each Party hereto agrees to defend, indemnify, and hold harmless the other Parties hereto against all claims, suits, actions, and demands, including necessary expenses of investigation and reasonable attorneys' fees and costs, arising out of claims that its signatory was not competent or so authorized to execute this Agreement.

SECTION 26. ADMINISTRATION AND IMPLEMENTATION.

This Agreement shall be administered and executed by the City Manager or his or her designated representative. The City Manager shall have the authority to issue interpretations and to make amendments to this Agreement, including amendments that commit additional funds, consistent with Section 28 "Amendment" and the City Manager's contracting authority under the City of Cathedral City Municipal Code and its adopted policies and procedures.

SECTION 27. BINDING EFFECT.

This Agreement shall be binding upon the heirs, executors, administrators, successors and assigns of the Parties.

SECTION 28. AMENDMENT.

No amendment to or modification of this Agreement shall be valid unless made in writing and approved by the Contractor and by the City. The City Manager shall have the authority to approve any amendment to this Agreement if it does not exceed the amount that may be approved administratively pursuant to the City Municipal Code. The Parties agree that the requirement for written modifications cannot be waived and that any attempted waiver shall be void. The City's City Manager may, but is not required to, make minor amendments not affecting substantive terms without further authorization from the City Council. The City Council hereby authorizes the City Manager to execute any such amendments as required by this Agreement or that do not otherwise reduce City's rights under this Agreement. All other amendments shall be approved by the City Council.

SECTION 29. WAIVER.

Waiver by any Party to this Agreement of any term, condition, or covenant of this Agreement shall not constitute a waiver of any other term, condition, or covenant. Waiver by any Party of any breach of the provisions of this Agreement shall not constitute a waiver of any other provision nor a waiver of any subsequent breach or violation of any provision of this Agreement. Acceptance by City of any work by Contractor shall not constitute a waiver of any of the provisions of this Agreement.

SECTION 30. LAW TO GOVERN; VENUE.

This Agreement shall be interpreted, construed and governed according to the laws of the State of California. In the event of litigation between the Parties, venue in state trial courts shall lie exclusively in the County of Riverside, California. In the event of litigation in a U.S. District Court, venue shall lie exclusively in the Central District of California, in Riverside.

SECTION 31. ATTORNEYS FEES, COSTS AND EXPENSES.

In the event litigation or other proceeding is required to enforce or interpret any provision of this Agreement, the prevailing Party in such litigation or other proceeding shall be entitled to an award of reasonable attorney's fees, costs and expenses, in addition to any other relief to which it may be entitled.

SECTION 32. ENTIRE AGREEMENT.

This Agreement, including the attached Exhibits "A" through "C", is the entire, complete, final and exclusive expression of the Parties with respect to the matters addressed therein and supersedes all other agreements or understandings, whether oral or written, or entered into between Contractor and City prior to the execution of this Agreement. No statements, representations or other agreements, whether oral or written,

made by any Party which are not embodied herein shall be valid and binding.

SECTION 33. SEVERABILITY.

If any term, condition or covenant of this Agreement is declared or determined by any court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions of this Agreement shall not be affected thereby and the Agreement shall be read and construed without the invalid, void or unenforceable provision(s).

SECTION 34. ELECTRONIC SIGNATURE

The Parties agree that, in accordance with the City's Electronic Signature Use Policy, adopted on August 10, 2023, and as amended thereafter, the Parties may use electronic signatures to execute this Agreement. Any use of electronic signatures to execute this Agreement shall comply with the City's Electronic Signature Use Policy, and such signatures shall have the same force and effect as if this Agreement were executed by hand. Contractor acknowledges that it has had an opportunity to request and review the City's Electronic Signature Use Policy, and Contractor agrees to comply with the Electronic Signature Use Policy. Contractor agrees to indemnify, defend, and hold the City harmless from any claim, damage, or liability associated with transmitting an electronic signature or an electronically signed record by electronic transmission.

SECTION 35. CONFLICTING TERMS.

Except as otherwise stated herein, if the terms of this Agreement conflict with the terms of any Exhibit hereto, or with the terms of any document incorporated by reference into this Agreement, the terms of this Agreement shall control.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement on the date and year first-above written.

[SIGNATURES ON FOLLOWING PAGE]

CITY OF CATHEDRAL CITY

Charlie McClendon
City Manager

ATTEST:

Tracey R. Hermosillo
City Clerk

APPROVED AS TO FORM

Eric Vail
City Attorney

[CONTRACTOR NAME]

EXHIBIT "A"

SCOPE OF SERVICES

Consultant shall prepare an updated Zoning Code and associated regulations for the City based on the following minimum requirements and as more specifically described in the Consultant's response to the proposal, incorporated herein as Attachment 1 to Exhibit "A".

- 1) Background review of the existing Code and the inventory of known issues and concerns, and outline a framework for the new updated Code including timeframes and milestones. Milestones should be considered as elements of the final product delivered at key identified points along the timeline.
- 2) Evaluation and alignment with the City's 2020-2040 General Plan: Ensure consistency with the Elements, particularly with the Land Use, Circulation, Housing, and Community Design Elements. Identify potential sites to accommodate additional housing, commercial, or employment uses. Implement the policies of the General Plan, as applicable.
- 3) Update Regulations pursuant to State and Federal Law: Ensure that the regulations of the Zoning Code are compliant with current State and Federal Law, including housing provisions, density bonuses, entitlement processes, federally-regulated uses like signage, wireless communication facilities, and alcohol sales.
- 4) Update other pertinent regulations in the City of Cathedral City Municipal Code as necessary to modernize or ensure consistency, and incorporate the following policies into the updated Code, including but not limited to:
 - a) Devise an alternative compliance option that delivers equally or higher high performance through an alternative design review process; ii.
 - b) Promote mixed-use in existing commercial space (including reuse and infill) to allow diversity in uses and housing choice along commercial corridors;
 - c) Creative solutions for infill development, such as incremental build-outs; iv. Tools for increasing housing supply with a mix of types for families, through a context-sensitive review process; v. Updating design standards to leverage quality design to our competitive advantage – create interest and excitement for developing in Cathedral City;
 - d) Incentivize infill and adaptive reuse of existing corridor sites through mixeduse opportunities and alternative compliance options (including flexible parking requirements);
 - e) Respect existing standards and ensure adequate protections and buffers are in place.
 - f) Incorporate periodic assessments (no more frequent than annually) of the Code in the adopted Code to operate as ongoing performance evaluation.
- 5) Incorporate the Housing Element and Affordable Housing Tools: Propose tools to remove barriers to housing production, in conjunction with available supply of land. Evaluate potential zoning changes that may facilitate housing production. Objective

design standards are also required as part of housing supply goals and shall comply with at least the state minimum standards.

- 6) Update the Design Guidelines: Evaluate development standards, and implement objective design standards that are well-organized, flexible, and easy to understand. Include an appropriate review process that allows for creativity and flexibility at a staff level. Design standards should remain consistent with the Community Design Element and recognize context and setting, particularly in existing neighborhoods.
- 7) Reduce Review Burdens: Evaluate the need for public meetings and hearings for applications more appropriate to staff-level review to maintain adequate levels of transparency and adherence to standards.
- 8) Incentivize Development: The Code update should include adequate incentives for development, along the lines of those in Resolution 2022-57. The successful code will incorporate concrete methods to attract and encourage infill and redevelopment, with attention to creating pathways to consider alternatives to typical use-based development.
- 9) Incorporate the Subdivision Ordinance: Incorporate the subdivision ordinance, in conformance with state and local laws. Streamline the process ensuring it integrates with other City processes and divisions.
- 10) Prepare Relevant Maps and Figures: For readability and ease of understanding, the Code update should include illustrative figures and graphical depictions. Information that is more succinctly conveyed in tabular form should be formatted as tables and incorporated into the draft and final documents. Code concepts more easily conveyed graphically, and forms and designs, should be supplemented with adequate images.
- 11) Promote flexible and easy to understand development standards: Identify barriers to development and recommend solutions to facilitate development and expedite the approvals process. Examine opportunities and incentives to attract quality development. Identify potential tools to incentivize economic development and primary job creation, and opportunities for base income generation.
- 12) Ensure the Zoning Code is user-friendly. The revised Code should be easy to understand by both the development community and the general public, ensuring consistency in definitions, and organizing the document in an easy to read format with sufficient use of tables, illustrations, and other graphics that aid in clearly communicating the Code's regulations. Digital copies of final materials shall also be transmitted to the City for public dissemination.
- 13) Public Engagement and Consultation: A robust outreach strategy will be necessary, in both English and Spanish, with all public-facing documents available in both languages. Outreach and engagement will include background/analysis phase to outline the revised Code framework and add to the inventory of identified issues/needs for the revision. This may involve open houses, targeted stakeholder interviews, and surveys as appropriate and agreed upon with the City. The City anticipates engaging a Steering Committee as well as a Technical Advisory group to aid in ensuring the draft code meets its objectives. Anticipate appropriate number of meetings with the Steering Committee and Planning Commission throughout the

drafting process. The contractor will consider the data the City has collected through surveys, interviews and listening sessions and will reconcile the draft code with the inventory of identified issues. A final draft will be presented to the City's Planning Commission prior to consideration by the City Council at public hearing.

- 14) Environmental Documentation/CEQA: The Contractor shall prepare any necessary documentation to ensure compliance with the California Environmental Quality Act (CEQA), which may include the preparation of a Negative Declaration or an Exemption.

As more particularly defined in Attachment 1, the Zoning Code update will require the minimum set of tasks and deliverables:

- 1) Background Analysis
 - a) Kick off meeting with relevant City Staff.
 - b) Review recent changes to relevant state laws pertaining to land use and development, including for example S.B.9, S.B.330, and other regulatory changes that direct the zoning and land use process.
 - c) Review the current inventory of concerns and known issues in the existing Code.
 - d) Review the General Plan to identify items to be implemented in the Zoning Code and other changes necessary to provide consistency.
 - e) Review recent development activity through the City and Coachella Valley to identify development trends and gaps that may provide opportunities for the City.
 - f) Assess existing neighborhoods to identify conflicts in zoning or other Code sections, or opportunities to better facilitate the City's land use goals and Page 13 of 19 objectives, with special attention on managing state-mandated density (ADUs, lot splits, etc.) and appropriate densification.
 - g) Timeline and milestones to completion: outline the timeline and milestones and deliverables at anticipated points culminating in adoption.
 - h) Plan of implementation: practical routes in implementing the updated Code, with implementation documentation, as needed.
- 2) Outreach and Citizen Participation.
 - a) Working with City staff, develop a public outreach strategy designed to inform stakeholders and community members and solicit input on potential changes to the Code. The outreach plan should include a variety of forums and strategies, including online surveys, open houses, stakeholder meetings, virtual meetings, and web/social media interactions. If the proposal listed a public participation platform, the consultant shall grant access to or otherwise include the Code Update on the consultant's site for public engagement during the drafting and review process.
 - b) Participate in outreach to stakeholders and interested citizens relative to any background research/analysis, supporting studies/materials, draft plans, and final plans and prepare presentation and outreach materials.

- c) May require up to two study sessions with the Planning Commission during the background/analysis and drafting phase to gather input prior to advancing for public review.
 - d) The City desires forming a technical advisory committee and steering committee to advise throughout the process and the consultant shall draft sections of the code to be reviewed by both review groups and feedback considered for inclusion into revised drafts.
 - e) Establish a website (or utilize the City's "Discover Cathedral City") to inform and educate and engage the public about the Zoning Code Update.
 - f) Create an on-line survey or similar tool to solicit feedback from community members.
 - g) Collect data and information from stakeholders, citizens, and other interested parties to assist in forming recommendations.
- 3) Drafting of Revised Zoning Code
- a) Prepare drafts of the Revised Zoning Code, including all required maps and graphic materials, for review by City staff and use in public engagement.
 - b) Prepare any recommended changes to other relevant City policy or ordinance, including the Municipal Code, to ensure consistency with updated regulations.
 - c) Incorporate necessary changes resulting from staff and stakeholder engagement.
 - d) Prepare digital copies of all materials, including relevant maps in a format that can be integrated with the City's internal GIS system as well as for potential public use on a digital platform.
- 4) Preparation of Environmental Documentation
- a) Prepare an Initial Study in accordance with the California Environmental Quality Act (CEQA), if required. The Initial Study shall evaluate all potential environmental impacts associated with the proposed amendments to the Zoning Code. The City assumes that if an Initial Study is warranted, it will result in the preparation of a Negative Declaration.
- 5) Public Hearing and Adoption
- a) Anticipate a minimum of two public hearings, each, before the Planning Commission and before the City Council.
 - b) Incorporate any changes into the draft Code that arise from the public hearings or as directed by the Planning Commission or City Council.
 - c) Assist in the preparation of any staff reports or presentation materials needed to present the revised plans to the public, Planning Commission, or City Council.
- 6) Final Updated Zoning Code
- a) Prepare a Final Zoning Code, complete with changes as approved by the Planning Commission and City Council. A master copy shall be provided to the City from which copies may be made.
 - b) A digital copy in an electronic PDF format shall be provided that can be easily placed on the City's website for access by the public.
 - c) The Contractor will also provide the City with an editable version in MS Word.
- 7) Electronic/Online Land Use Code

- a) Contractor will prepare an electronic version of the Code for posting on the City's website for access by the public. This may include a PDF of the entire Code, or a segmented version, at the discretion and need of the City.
- b) Shapefiles for revised zoning district boundaries and other associated maps shall also be provided for incorporation into the City's GIS software for both internal and external use.

CITY OF CATHEDRAL CITY REQUEST FOR PROPOSALS 72-ZCU2024 ZONING CODE UPDATE

PROPOSAL FOR SERVICES

October 14, 2024

SUBMITTED TO:

City of Cathedral City
c/o Patrick Bumstead, Procurement and Contracting Department
68700 Avenida Lalo Guerrero
Cathedral City, CA 92234

760.202.2475 // pbumstead@cathedralcity.gov, cshultz@cathedralcity.gov

SUBMITTED BY:

mintierharnish
Planning Tomorrow Today®

1415 20th Street
Sacramento, CA 95811

IN ASSOCIATION WITH:

MNS Engineering
Miller Planning Associates
UrbanGreen



Photo Credit: H. Williome

Cover Photo Credit: Daniel Andefors

October 11, 2021

Patrick Bumstead
City of Cathedral City
Procurement and Contracting Department, City Hall
68700 Avenida Lalo Guerrero
Cathedral City, CA 92234

Email: pbumstead@cathedralcity.gov with copy to cschultz@cathedralcity.gov

RE: Consulting Services for Update of the Cathedral City Zoning Code and Subdivision Ordinance

Dear Mr. Bumstead:

Mintier Harnish and Martha Miller and Associates are pleased to submit this proposal to assist the City of Cathedral City with the preparation of a comprehensive update of its Zoning Code and Subdivision Ordinance. In response to your request for proposals, the City will likely receive responses from several qualified firms. We believe there are several key strengths that distinguish our team.

Unparalleled Zoning Code Preparation Experience. Our team has unparalleled experience having prepared zoning codes and development codes throughout California for over 20 years. Our extensive knowledge and experience will ensure that all documents we produce will not only be of high technical quality, but also clear, practical, understandable, and easily administered and updated.

Familiarity with Contemporary Zoning Practice. We are familiar with new and emerging zoning practice trends and issues. We produce zoning codes that are user-friendly and rely extensively on graphics and illustrations. We are addressing the changing housing-related laws in zoning codes, including ADUs, density bonus, employee housing, emergency shelters, transitional housing, and objective design and development standards. We are also at the forefront in the development of web-based zoning codes.

Local Government Experience. Our team has extensive experience as local government staff. We have "hands on" experience with all levels of zoning code administration, ranging from answering zoning inquiries at the front counter, to processing land use permit applications and preparing staff reports, to managing planning divisions and departments. We have personally drafted zoning codes, and then been responsible for the administration and enforcement of those regulations. We understand the wide array of day-to-day issues City staff must address in code administration, as well as the needs of the public for timely, accurate responses to their questions.

Active Principal Involvement. Our Principals are actively involved in every project. We believe that to provide our clients with the highest quality service, the most experienced people in our firms cannot just be figureheads but must play key roles in carrying out the work. This includes involvement in every aspect of the zoning code update, including drafting and closely reviewing sections of the zoning code, participating in regular check-in calls with City staff, and attending meetings. Our emphasis on firm Principals ensures that our products reflect the most extensive experience and informed analysis.

As the owner of Mintier Harnish, I am authorized to bind the firm contractually on this project. Please contact me if you have any questions at 916-446-0522 or jim@mintierharnish.com. I look forward to the opportunity to present our proposal and team in person.

Sincerely,



Jim Harnish, JD
Principal/Owner



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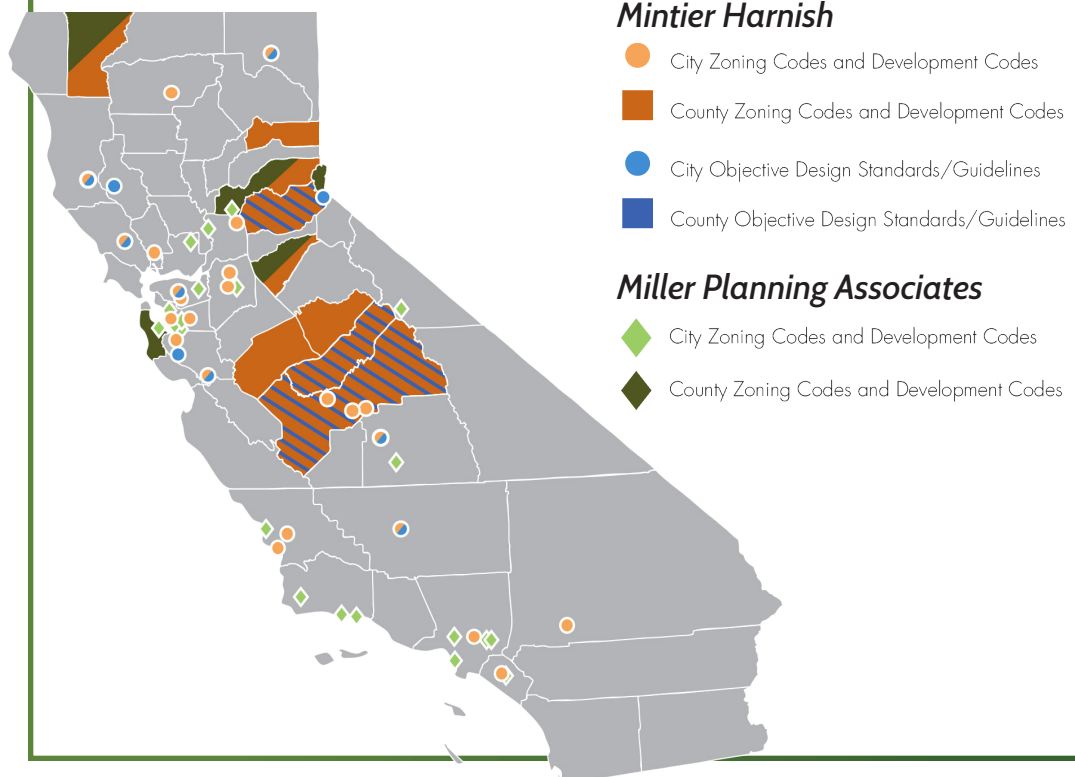
SECTION A: FIRM QUALIFICATIONS AND EXPERIENCE

Our Team

At Mintier Harnish, we assemble our project teams based on staff expertise, relevant experience, and the unique needs of each project. We have assembled a highly experienced team of planners and technical specialists for the Cathedral City Development Code Update, Objective Design Standards Update, and Environmental Assessment. We have had the pleasure to work with these firms on a number of recent projects, and we are confident that this team will provide the excellence and performance that the City needs to complete this project on time, on budget, and with results that will surpass the City's expectations.

Mintier Harnish Team Zoning Experience

This map of California shows the location of zoning and development code update projects as well as objective design standard projects performed by our team.



Attachment 1 to Exhibit "A"**AICP Certified Team Members**

The Mintier Harnish Team as requested by the City, included several AICP Certified Planning Professionals. Below are our team leaders who are AICP certified:

- Brent Gibbons, AICP | Mintier Harnish | Development Code Project Manager
- Martha Miller, AICP | Miller Planning Associates | Zoning Code
- Peter Minegar, AICP | MNS Engineering | CEQA Project Manager
- Emily Elliott, AICP | MNS Engineering | Principal CEQA Analyst

Planning Knowledge of Cathedral City

The Mintier Harnish Team has ongoing familiarity with the desert communities and Riverside County in particular. Our teaming partner MNS Engineering, has been providing support to the City of Cathedral City for current planning and environmental peer review. MNS has processed/is processing applications for a variety of land uses including drive-through fast food, freeway-adjacent travel center, multi-family residential, and a self-storage and retail project involving a Specific Plan Amendment. MNS staff seamlessly work as an extension of City staff, conducting development reviews, preparing staff reports, and peer review of environmental documents. MNS staff are relied upon to present to the Architectural Review Committee, Planning Commission, and City Council, and to provide advisory services to the City as needed.

Innovative Public Participation

Mintier Harnish prides itself on facilitating and providing active engagement programs that incorporate grassroots community efforts with the communities we serve. Community engagement and forms of participation have changed over the years, and we are at the forefront of that change. Gone are the days of traditional engagement, Mintier Harnish is on the forefront of using innovative engagement methods and tools to maximize community input. Most recently we have initiated innovated technological advances in engagement including interactive Maptionnaire surveys and polling as well

as Virtual Reality technology to bring anticipated development changes to reality for community members to visualize. Both of these engagement activities are included in the Scope of Work (Tasks 3.5 and 4.19) and will only bolster the engagement outlined for Cathedral City. For examples of some of this engagement, please see the link to the Maptionnaire Article featuring mapping for Trinity County.

Maptionnaire Article | <https://www.maptionnaire.com/customer-stories/digital-community-mapping-rural-areas>

Knowledge in CEQA

The Mintier Harnish Team is steeped in CEQA assessment, evaluation, and mitigation. Our team has prepared a variety of CEQA Planning Documents on varied scales across the state from Environmental Impact Reports (EIRs), EIR Addendums, and initial Studies. We work with all of our partner jurisdictions to find the most streamlined and legally defensible CEQA route possible to ensure a successful adoption. In addition, our teaming partner MNS Engineering, currently provides CEQA contract consulting services to the City, providing our team with local context and knowledge of CEQA related issues and typical local mitigation efforts.

Experience working with Tribal Partners

The Mintier Harnish Team regularly coordinates and consults with Native American Tribes on all of our planning projects. We are currently closely coordinating with the Graton Rancheria as a part of our work on the Rohnert Park General Plan and EIR. The Tribe not only owns and operates a casino in the city but recently acquired more land in the city as a part of its reservation expansion. Similarly, we worked with the Lytton Tribe in the Town of Windsor as a part of the General Plan and Zoning Code updates. The Lytton Tribe also expanded its reservation lands within the Town's SOI and town limits. We just completed the Solvang General Plan and Housing Element updates on which we closely coordinated with the Chumash Tribe. In all cases, we worked with City and Town staffs to successfully facilitate communication and document review with tribal representatives.

Attachment 1 to Exhibit "A"**Mintier Harnish**

Project Lead on all aspects of the project. Mintier Harnish will lead all engagement efforts with the community, Development Code Steering Committee, Technical Advisory Committee, Planning Commission, and City Council. We will lead the preparation of the Development Code (including zoning and subdivision ordinance), and Objective Design Standards, and assist in review and preparation of the CEQA assessment.

Mintier Harnish is a Sacramento-based planning consulting firm specializing in land use, housing, zoning, community development, community engagement, and environmental issues. Our mission as a firm is to help public agencies, residents, businesses, and other stakeholders plan their communities and improve their quality of life through solid research, community involvement, innovation, and policy leadership. Since our founding in 1985, we have prepared over 70 general plans, 80 housing elements, and over two dozen zoning codes, and provided a range of planning services to more than 150 public agencies, law firms, and other organizations.

As one of California's foremost experts in preparing zoning codes, general plans and housing elements, our mission is to be a partner to public agencies, residents, businesses, and other stakeholders. We pride ourselves on preparing zoning codes, general plans, and housing elements that exceed the requirements of State law and serve as a practical guide for day-to-day decision-making. Mintier Harnish draws on its broad experience in preparing plans and regulations for diverse communities across California. We can apply innovative policy solutions and practical experience to the communities in which we work.

Mintier Harnish, LP
1415 20th Street, Sacramento, CA 95815
916-446-0522

39 Years in Business

Miller Planning Associates

Miller Planning Associates will assist in the preparation of the Development Code, specifically the Specific Use Standards and Administrative Provisions. Miller Planning Associates will also assist Mintier Harnish in facilitating public meetings including the Development Code Steering Committee, Technical Advisory Committee, Zoning Seminar, community meetings, Planning Commission, and City Council on specific related topics to their work.

Miller Planning Associates provides planning and zoning services to a variety of municipal clients throughout California and nationwide. Through our work, we seek to give form to community aspirations, and foster places that are vital, livable, and reflect environmental stewardship. Our approach is grounded in extensive coordination with community members and stakeholders, as well as in thorough, objective research and best practice analysis. After 20 years of working in private firms and the public sector, Martha Miller began Miller Planning Associates to provide each client and project the time and individual attention it deserves. We are intentionally a small firm, only committing to a limited number of new projects each year in order to give each client personal attention. Each assignment is approached with an open mind, and provided strategic, context-based solutions that address the unique issues and needs facing each client.

Miller Planning Associates
830 Venable Street
San Luis Obispo, CA 93405
626-616-9303

7 Years in Business

Attachment 1 to Exhibit "A"

MNS Engineering

MNS Engineering will prepare the environmental assessment for the Project.

Established in 1962, MNS is a C-Corporation providing professional consulting services to municipalities throughout California. Specializing in the core services of planning, civil engineering, construction management, and land surveying, MNS' reputation has been built on clear and direct communication and quality services. We understand the technical, environmental, and regulatory aspects that may be required for these services. MNS supports local public agencies with a full range of on-call services, ranging from staff augmentation services to management of large-scale planning projects.

Our depth of staff resources and reputation for successful project delivery and agency coordination are just some of the reasons clients count on MNS for quality consulting services. Our firm understands agencies expect quality services that remain on schedule and budget. As a testament to our quality of work, we have provided qualified services to many public agencies that have become longstanding, repeat clients.

MNS has a full-service in-house Planning and Community Development team that provides support to Community Development departments throughout the State. Our Planning and Community Development team provides Environmental Compliance, Community Planning, Agency Staffing, Regulatory Permitting and Housing services. Support to the City of Cathedral City would be provided locally from our Riverside office.

MNS Engineering
3850 Vine Street
Suite 110
Riverside, CA 92507
805-692-6921

60 Years in Business

UrbanGreen

UrbanGreen will assist in facilitating community engagement as it relates to the Objective Design Standards as well as facilitating conversation relating to implementable and realistic design applications with community members and decision makers.

Since its founding in 2000, UrbanGreen has evolved as a boutique advisory practice concurrent with the evolution of Responsible Real Estate development. For over two decades UrbanGreen's founder, Jim Heid, has been involved in some of this generation's most interesting initiatives, built projects, and firms throughout the US and around the world. During his career, he has focused his efforts to ultimately communicate the inseparable connection between the built and natural environment, capital, and real estate development. UrbanGreen's mission is still as relevant today as when it was crafted in 2000 – 'To demonstrate that real estate development is a constructive endeavor that can positively shape the human, rural, and urban environment'.

Jim's thought leadership within the Urban Land Institute and project work in the areas of environmentally responsible development, sustainable community frameworks, compact neighborhood design, smart growth programs, new urbanism, resiliency, and responsible property investing have continually informed his unique way of working, while allowing him to craft 'bespoke' deliverables for each client. Examples of his work can be seen in over two decades of professional instruction to developers and public officials workshops focused on Sustainable Community Design, Innovative Approaches to Residential Development, Making Mixed Use Work, and recently Incremental, Small Scale Development.

UrbanGreen
445 Center Street
Healdsburg, CA 95448
415-218-6709

20 Years in Business

References

The following projects and references are relevant examples to the proposed update to the Development Code, Objective Design Standards, and CEQA Assessment outlined in this proposal. All projects noted below include a multi-disciplinary team and are multi-faceted, with most including robust engagement programs and General Plan implementation.

Mintier Harnish

Town of Windsor | General Plan, Housing Element, Objective Design Standards, and Zoning Code Update

Mintier Harnish successfully led a multi-disciplinary consulting team to prepare the Town of Windsor General Plan. The Update focused on engaging the community, revitalizing infill areas, implementing a vision for the Civic Center, and managing projected growth within the Urban Growth Boundary (UGB). Key issues included: balancing increased tourism with the family-oriented community character; accommodating much-needed new housing while preserving the unique, small-town character and feel; and introducing nodes of mixed-use development along the Old Redwood Highway Corridor. The General Plan and Program EIR were adopted in April 2018. Prior to preparing the General Plan, Mintier Harnish prepared the Town of Windsor 5th cycle Housing Element.

Mintier Harnish assisted the Town of Windsor with the research, analysis, and development of objective multifamily residential design and development standards that will streamline multi-family housing and production in the Town. We developed new standards and permit processing provisions to incentivize missing middle housing production in new development projects. Mintier Harnish also conducted research and analysis; facilitated stakeholder interviews and community, Planning Commission, and Town Council workshops; and prepared new development standards and zoning code amendments. Mintier Harnish recently completed a technical Zoning Code update for the Town focusing on housing increases and incentivizing housing production which will be adopted later this year.

Contract Agency:	Town of Windsor
Project Duration:	2014 to 2018 (General Plan) 2014 to 2015 (5th Cycle Housing Element) 2020 to 2021 (Multi-family Objective Design and Development Standards) 2020 to 2024 (Zoning Code Update and SB9 Objective Standards)
Project Managers:	Brent Gibbons, AICP (General Plan, Objective Standards) Michael Gibbons (Zoning Code Update and SB9 Ordinance)
Agency Contact:	Kimberly Jordan Planner III 707.838.7349 kjordan@townofwindsor.com

City of Santa Clara | Zoning Code Update

Mintier Harnish assisted the City of Santa Clara with a comprehensive zoning code update to implement the City's 2010-2035 General Plan and other City plans. The new code used creative and innovative approaches to refine the code's provisions and incorporated a robust community engagement effort to ensure broad consensus of project results. For this project, Jim Harnish was the Project Director and Brent Gibbons was the Project Manager. The comprehensive effort included, but was not limited to, crafting active public participation, creating new very-high density zones that stimulate mid-rise and high-rise development, and crafting flexible zoning code standards. The Code was adopted in November 2023.

Contract Agency:	City of Santa Clara
Project Duration:	2017 to 2023
Project Managers:	Brent Gibbons, AICP
Agency Contact:	John Davidson Principal Planner 408.615.2478 JDavidson@santaclaraca.gov

City of Reedley | Zoning Code Update

Mintier Harnish assisted the City of Reedley with a comprehensive zoning code and subdivision regulations update to ensure consistency with the 2030 Reedley General Plan and its 2023-2031 Multi-Jurisdictional Housing Element. The zoning code and subdivision regulations were modernized and streamlined as a result of this update, allowing the City to better address current development trends. For this project, Jim Harnish was the Project Advisor, Brent Gibbons was the Project Director, and Michael Gibbons was the Project Manager completing day-to-day tasks. The comprehensive effort included, but was not limited too, preliminary research, project initiation, facilitating workshops, preparing zoning code and subdivision ordinance revisions, and CEQA compliance. The Code is slated for adoption in October 2024.

Contract Agency:	City of Reedley
Project Duration:	2021 to 2024
Project Managers:	Michael Gibbons
Agency Contact:	Rodney Horton Community Development Director 559.637.4200 ext 286 Rodney.Horton@reedley.ca.gov

Attachment 1 to Exhibit "A"**City of San Ramon | General Plan, Housing Element, Climate Action Plan, and Technical Zoning Code Update**

Mintier Harnish assisted the City of San Ramon with a general plan, housing element, climate action plan, and technical zoning code updates. The general plan focused on technical updates to reflect changes in State law since the City adopted the 2035 General Plan. We also successfully prepared and adopted the City's 6th Cycle housing Element. The technical zoning code update focused on the preparation of new mixed-use zones in the City's core meant to implement changes in both the 2040 General Plan and Housing Element. In addition, our team prepared a comprehensive set of objective design and development standards meant to stimulate and streamline housing production and project review.

Contract Agency:	City of San Ramon
Project Duration:	2021 to 2023 (General Plan) 2021 to 2023 (6th Cycle Housing Element) 2023 to present (Multi-family Objective Design and Development Standards and Technical Zoning Update) 2023 to present (Climate Action Plan)
Project Managers:	Brent Gibbons, AICP (General Plan, Housing Element, Technical Zoning Code) Michael Gibbons (Technical Zoning Code, General Plan, and Objective Design and Development Standards)
Agency Contact:	Cindy Yee, AICP Senior Planner 925.973.2562 cyee@sanramon.ca.gov

City of Susanville | General Plan, Housing Element, and Technical Zoning Code Update

Mintier Harnish assisted the City of Susanville with a comprehensive general plan, housing element, and technical zoning code update. The general plan focused on bolstering economic development in the City and streamlining housing development through zoning regulations and the Housing Element. This project also included a technical zoning update focused on housing regulations and compliance with State law, preparation of objective design standards, and the preparation of ordinances pertaining to affordable housing, density bonus, reasonable accommodations, and accessory dwelling units. The general plan update was divided into two phases with the first phase being adopted in 2023 along with the technical zoning code update. The second phase of the general plan and Housing Element are currently being prepared and are slated for adoption in mid-2025.

Contract Agency:	City of Susanville
Project Duration:	2022 to present
Project Managers:	Brent Gibbons, AICP Michael Gibbons (Assistant Project Manager)
Agency Contact:	Kelly Mumper City Planner/Code Enforcement Supervisor 530.252.5104 kmumper@cityofsusanville.org

Attachment 1 to Exhibit "A"

Miller Planning Associates

City of Stockton | Development Code Update

Miller Planning Associates in collaboration with Minter Harnish led a comprehensive update to the City of Stockton's Development Code, consistent with the City's new General Plan, Envision Stockton 2040. Martha Miller, AICP, was the Project Manager for the project. The new General Plan represents a substantial change in direction for future development, shifting from emphasizing growth in "outfill" areas at the periphery of the City to focusing new construction and redevelopment in existing "infill" neighborhoods. The Development Code Update is necessary to reflect this change in policy direction in the land use and development controls that apply to properties. The project also includes an update to the citywide design guidelines to establish objective design standards that meet the design intent identified in the General Plan and clarify the City's design priorities. The project identifies new standards that apply citywide as well as objective design standards for specific focus areas throughout the city, including the Miracle Mile, Downtown, and historic residential neighborhoods.

Contract Agency:	City of Stockton
Project Duration:	2021 to present
Project Managers:	Martha Miller, AICP Brent Gibbons, AICP
Agency Contact:	Matt Diaz, AICP Advanced Planning Manager 209.937.8598 Matt.Diaz@stocktonca.gov

City of West Sacramento | Zoning Ordinance Modernization

Martha Miller was the project manager for a comprehensive update to the City's Zoning Ordinance. The Zoning Ordinance, originally written in 1990 shortly after incorporation, had been amended numerous times but had not been comprehensively updated. As land use patterns diversified and modernized, the City found that the Zoning Ordinance was hindering new land use and development objectives and economic development.

The Zoning Ordinance Modernization Project (ZOMPI) brought the code up to date, adequately reflecting modern uses and current development practices. The ZOMPI also provides consistency with the recently adopted General Plan. Included in the update was a comprehensive revision of the City's sign regulations. The goal of the sign regulation revisions was to provide for the conveyance of information in a way that protects and enhances community character and is consistent with recent case law.

Contract Agency:	City of West Sacramento
Project Duration:	2016 to 2019
Project Managers:	Martha Miller, AICP
Agency Contact:	David Tilley Investment Planner/Principal Planner 916.617.4645 davidt@cityofwestsacramento.org

Attachment 1 to Exhibit "A"

MNS Engineering

County of Riverside | Ongoing General Plan and Zoning Support

Since 2014, MNS staff have provided ongoing General Plan and Zoning Ordinance support to the County of Riverside, starting with the County’s latest comprehensive General Plan Update. Members of the MNS team were responsible for the review and finalization of the updated General Plan, General Plan Environmental Impact Report, and Climate Action Plan. Tasks associated with the General Plan update included extensive community outreach and engagement throughout the County of Riverside, CEQA compliance and noticing support, and representing county staff during project meetings and hearings. Prior to the approval hearings, members of the MNS team facilitated community engagement meetings in each of the County Board of Supervisors Districts. MNS has also assisted the County with on-going General Plan Amendments and associated long-range planning activities including policy updates in compliance with State law, consistency zoning activities, zoning code amendments and CEQA compliance support for a wide range of General Plan amendments. MNS staff recently completed an IS/ND in support of a focused update to the Country’s Zoning Ordinance in compliance with State law, addressing Accessory Dwelling Units, Single Room Occupancy Units, and other housing related zoning code amendments. These services were completed by MNS staff prior to joining MNS.

Contract Agency:	County of Riverside
Project Duration:	2014 to present
Project Managers:	Emily Elliott, AICP Peter Minegar, AICP
Agency Contact:	John Hildebrand Planning Director 951.955.1888 jhildebr@rivco.org

SECTION B: STAFF AND TEAM QUALIFICATIONS AND EXPERIENCE

We have assembled a well-qualified and experienced team led by Mintier Harnish. **Jim Harnish, JD**, Principal/Owner of Mintier Harnish, will be the Project Advisor for the team. Jim has been a planner since 1970. He has been staff for cities, counties, and regional planning agencies, including as Planning Director for the cities of Galt, Folsom, and South San Francisco. Jim has managed over 20 general plan updates and 10 zoning code updates.

Brent Gibbons, AICP, will serve as the Project Manager of the General Plan Update. Brent has worked as staff for cities and counties and is currently managing several zoning code and general plan update projects across California. **Michael Gibbons** will serve as the Assistant Project Manager and will assist in the day-to-day management of the Development Code Update. Michael is currently managing several zoning and development codes and is leading several general plan update projects. Our core management team brings experience from the successful management of dozens of zoning codes and general plans in California.

At Mintier Harnish our management structure is assembled in a way that allows for the management team to easily fill in in the absence of other team leaders. Effectively this creates a dual management team that ensures a smooth and efficient project process.

This section highlights the experience of key staff and subconsultants assigned to the Project. A description of each firm and its role can be found in Section A: General Qualifications. The amount of time key personnel will be involved in the respective portions of the project is shown in Section F: Cost. We have included our detailed resumes in Appendix C: Detailed Resumes.

Attachment 1 to Exhibit "A"

Mintier Harnish



**Jim Harnish, JD, Principal/
Owner**
Role: Project Advisor

Jim Harnish, JD, is the Principal/Owner of Mintier Harnish and will be the project team leader. Jim has been a planner and project manager since 1970. He has been an attorney since 1981,

with extensive experience in land use and CEQA. Jim has been Planning Director for three cities (Galt, Folsom, and South San Francisco) and understands every aspect of city and county planning and zoning. He has managed or is currently managing general plan updates for the cities of Alturas, Folsom, Galt, Gilroy, Hayward, Healdsburg, Isleton, Livingston, Millbrae, Pleasant Hill, Sacramento, San Ramon, Solvang, South San Francisco, Ukiah, Union City, Wheatland, and Windsor, and the counties of Calaveras, Fresno, Merced, Modoc, San Benito, San Joaquin, Siskiyou, Trinity, and Ventura. Jim is currently managing or recently managed zoning code updates or amendments, some of which are SB2- funded projects, for the cities of Gilroy, Santa Clara, South Lake Tahoe, Ukiah, and Windsor and the counties of Fresno, Mariposa, Merced, and Sierra. Jim has an unparalleled working knowledge of general plan updates and has prepared dozens of general plan work programs and budgets.



**Brent Gibbons, AICP,
Principal Planner**
Role: Project Manager

Brent Gibbons, AICP, is a Principal Planner with over 12 years of planning and architectural experience who specializes in comprehensive planning projects including general plans, zoning codes,

urban design standards and guidelines, and housing elements. Brent has a holistic view of planning having both worked for local municipalities and currently as a long-range planning consultant. Brent's approach to planning is multi-faceted and includes a strong focus on community engagement and interaction in the planning process to ensure all voices are heard. He actively works to foster educational opportunities on all his projects to ensure communities, elected officials, and local staff have a better understanding of planning practice and how it affects them. Brent is currently one of the leading planners in the State on drafting, updating, and managing zoning codes, and is consistently on the forefront of bringing new and innovative ideas to this practice area.

Brent has managed or is currently managing planning related projects across California. Brent has or is currently managing zoning codes for the cities of Santa Ana, Bakersfield, Stockton, Santa Clara, Selma, Lompoc, Susanville, San Ramon, Hayward, Lakeport, Manteca, Ukiah, Visalia, Tehama, Lodi, Windsor, Walnut Creek, Gilroy, and the counties of Madera, Mariposa, Fresno, Siskiyou, Trinity, Del Norte, Sierra, Placer, El Dorado. Brent has also managed or is currently managing General Plans for the cities of Lompoc, Solvang, Susanville, Los Gatos, Millbrae, San Ramon, Rohnert Park, Gilroy, Pleasant Hill, and the counties of Ventura, Trinity, and Siskiyou. Brent co-taught a course at the University of California at Davis with Martha Miller, AICP, on zoning and development regulations, and how to comprehensively update your zoning code.

Attachment 1 to Exhibit "A"**Michael Gibbons, Project Manager**

Role: Assistant Project Manager

Michael Gibbons is a Project Manager with Mintier Harnish and will serve as the Zoning Lead for this Project. Michael manages and acts as the day-to-day project lead for a variety of long-range planning projects including general plans, zoning codes, subdivisions ordinances, and special planning studies. He specializes in land use planning, zoning regulations, community engagement, urban design, historic preservation, design standards, and working with disadvantaged communities. Michael brings a unique perspective to all his projects having worked in both the public and private sectors, as well as in law enforcement. Through this lens, Michael understands the vital role that planning has in addressing the ever-changing needs of communities and the importance of creating plans that are user-friendly and implementable.

Michael is currently managing and/or assisting with the preparation of zoning codes for the cities of San Ramon, Reedley, Santa Ana, Kerman, Manteca, Hayward, Gilroy, Susanville, Pleasant Hill, Windsor, Tehama, Lodi, and Visalia, and the counties of Madera, Mariposa, Trinity and Siskiyou. Michael is also managing and/or assisting with the General Plan updates for the cities of Arroyo Grande, Lompoc, Solvang, Susanville, Livingston, and San Ramon, and the counties of Trinity and Siskiyou.

**Hannah Woolsey, Planner**

Role: Planner

Hannah Woolsey is a Planner with Mintier Harnish. She specializes in zoning code updates, land use planning, housing policy and planning, urban design, environmental planning, environmental justice, and community outreach. Her experience includes drafting land use documents, zoning code updates, drafting objective design standards, housing element updates, environmental justice updates, community engagement, project permitting, and writing CEQA environmental review documents. Most recently, she worked on the Santa Clara Zoning Code update and drafted San Ramon Objective Design Standards and associated graphics. Prior to working for Mintier Harnish, Hannah was an Environmental Planning Intern for both the County of San Luis Obispo as well as the Morro Bay National Estuary Program. Hannah holds a Master's Degree in City Planning from California Polytechnic State University, San Luis Obispo with a Specialization in Landscape Architecture and Urban Design and a Bachelor's Degree in Food Science from California Polytechnic State University, San Luis Obispo.

**William Daniels, Assistant Planner**

Role: Planner

William Daniels is an Assistant Planner with Mintier Harnish. In his role, William assists with a multitude of tasks including research, report writing, and GIS mapping. William has assisted on general plan updates for Arroyo Grande, Siskiyou County, San Ramon, and Pleasant Hill. He has also assisted on zoning code updates for the cities of Kerman, Reedley, Gilroy, Sierra County, and Trinity County. Prior to joining Mintier Harnish, William was a Program and Project Delivery Intern at the San Luis Obispo Council of Governments. William holds a Bachelor's Degree in City Planning from California Polytechnic State University, San Luis Obispo.

Attachment 1 to Exhibit "A"

Miller Planning Associates



Martha Miller, AICP, Principal
Role: Development Code Lead

Martha is a skilled land use planner and project manager specializing in community planning, development regulations, and community engagement. With over 20 years of experience working in private firms and for public agencies, Martha brings an in-depth understanding of how to translate community vision into a usable set of plans, policies, and regulations that achieve results. Martha's approach is marked by carefully assessing each client's needs and resources, and bringing best practices from form-based, performance-based, and Euclidean applications.

MNS Engineering



Peter Minegar, Vice President - Planning
Role: CEQA Project Manager

Peter Minegar oversees and prepares environmental compliance and planning documents for a range of public and private sector clients. He specializes in developing documents in compliance with CEQA and NEPA. Peter has a broad range of environmental planning experience ranging from project-level analysis of infrastructure improvements to program-level analysis to support large policy projects. He has represented agency staff for a range of highly controversial projects subject to scrutiny by the public, environmental organizations, and public agencies. Peter also serves as an in-house CEQA manager and Principal Planner for several local government agencies throughout California.



Emily Elliott, Community Planning Practice Lead
Role: Principal CEQA Analyst

Emily Elliott consults for public and private sector clients throughout the state. Emily oversees and prepares community planning and housing plans, and she manages projects and programs to implement agency policies. Emily is a versatile project director effectively administering contracts across various project types. A member of the American Institute of Certified Planners and a leader within the American Planning Association, Emily fosters industry connections and maintains the relevancy of her knowledge and skill set. With over 14 years of practicing in California, Emily's broad background in consulting and municipal service allows her to appreciate the needs and perspectives of agencies, project applicants, and the public, which informs thoughtful and considerate project delivery.

UrbanGreen



Jim Heid, FASLA, Founder

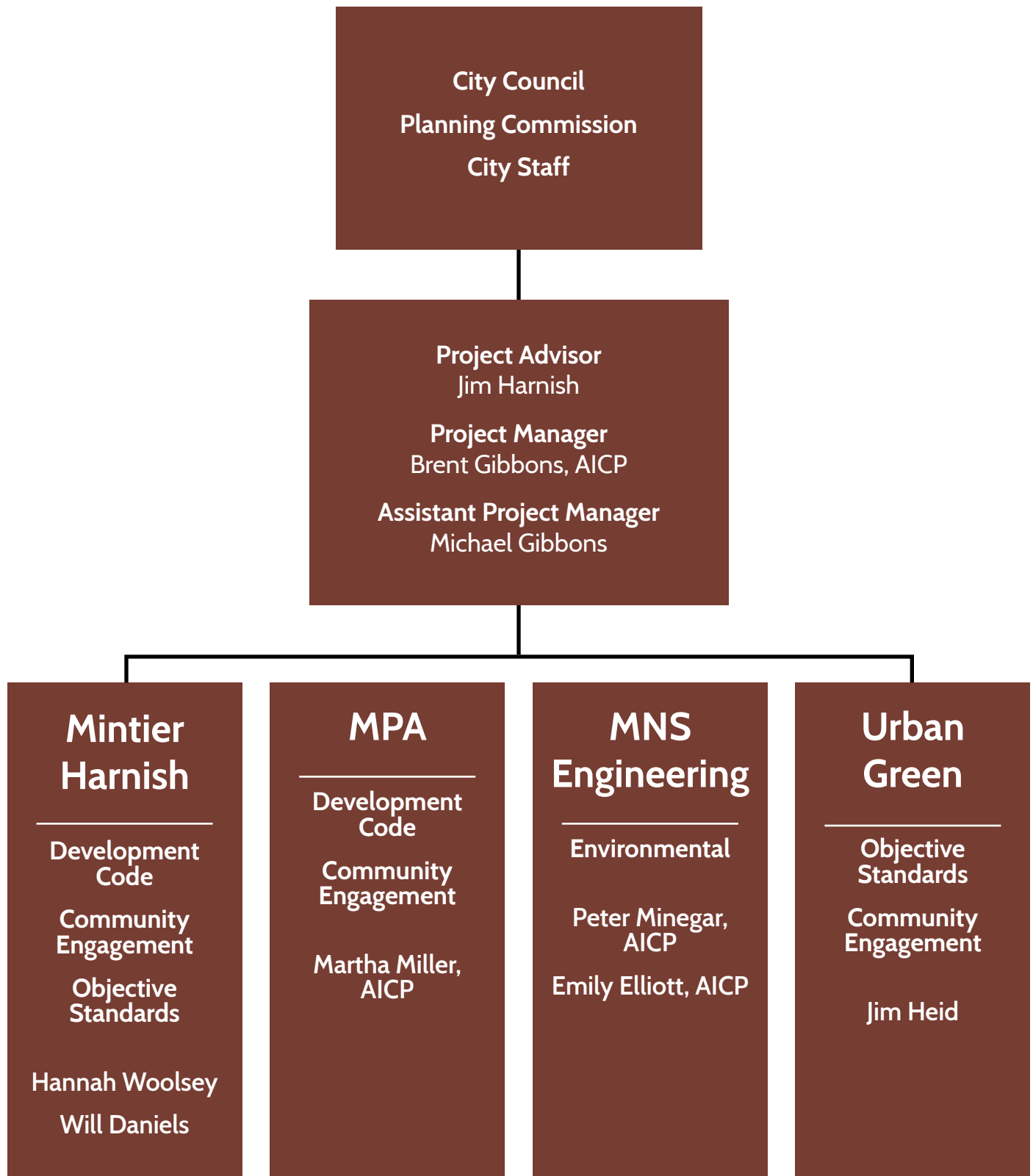
Role: Objective Design and Development Advisor

Jim Heid is a strategic sustainability advisor and development consultant focused on the tools and techniques that lead to a more sustainable built environment. In 2000, he founded UrbanGreen to advise cities, legacy landowners, and real estate development companies in how to shape the built environment to foster positive community change and appropriate economic returns. Known for his aspirational but practical approach, he works with proven tools and best practices as a way to better communicate the value of good design within the realities of local market norms.

An active member of the Urban Land Institute ULI, Jim was at the forefront of defining the tenets of sustainable community design. He was the lead instructor for ULI's pioneering program in Sustainable Community Design and is regularly featured as a keynote speaker on the subject. He continues leadership roles as the prime instructor for ULI's Real Estate Entrepreneurs program with a focus on how to bring back small-scale, incremental development to heal and revitalize communities. Jim is the author of recently published book *"Building Small: A Toolkit for Real Estate Entrepreneurs, Civic Leaders, and Great Communities."*



Organizational Chart



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Project Management

Effective project management can make the difference in the success of a zoning code and subdivision ordinance update. Ineffective project management can doom a project. While project management may not be as creative or rewarding as public outreach or policy development, it is every bit as essential to the success of this major planning project. Over the decades Mintier Harnish has been preparing zoning codes, we have prioritized effective project management. We do this because we know that most zoning code updates are complex projects involving a large consultant team, staff, elected and appointed officials, and hundreds of residents, business owners, and special interest groups. In order to be effective managers of zoning code updates, we have established key objectives, approaches, tools, and procedures for every zoning code update we lead. Here is our basic guidebook:

Project Management Objectives

1. Stay on schedule. It is very easy for a zoning code update that includes extensive community engagement, dozens of meetings, broad community involvement, numerous staff, and a large consultant team to quickly fall behind schedule.
2. Manage the budget. Again, a multitude of participants, unanticipated demands, and additional meetings all can contribute to budget creep.
3. Frequent client communication. Perhaps the single most important component of effective project management is regular communication between the Consultant and staff.
4. Quality control. We strive to produce results that are of the highest quality, internally consistent, and completely satisfy our clients.

Project Management Tools and Procedures

1. Standardized file naming protocols.
2. Consistent e-mail subject line project naming.
3. E-mail copying protocols to assure team communication.
4. Standardized document format and style guide.
5. Conference call agendas and action minutes.
6. Data needs lists.
7. Document review checklists.
8. Community engagement guides/checklists.

Project Management Approach

1. Facilitate a kick-off meeting with City staff and the consultant team to discuss the project work scope, schedule, budget, and communication protocols.
2. Identify the roles and responsibilities of key staff and consultants.
3. Identify the core project management team and establish a schedule for recurring check-in conference calls and face-to-face meetings.
4. Prepare call/meeting agendas and action minutes.
5. Provide monthly project status reports.

SECTION C: UNDERSTANDING AND SCOPE OF WORK

Project Understanding

The City of Cathedral City is seeking proposals from qualified consultants to prepare a comprehensive update of the City's Zoning Code and Subdivision Ordinance and create a Development Code to modernize and streamline the development review process. The existing Zoning Code was published in 1981 and needs modernizing to reflect current development preferences; incorporate subdivision regulations and objective design standards and design guidelines; ensure consistency with the 2040 General Plan; and identify incentives to keep the city a place where people want to live, shop, and play, and attractive as a top choice for housing development and infill opportunity in the region. The City's 5-Year Strategic Plan envisions a development review system that is predictable, and streamlined, and operates in a facilitative rather than regulatory environment. Based on our reading of the RFP, as well as the 2040 General Plan and 5-Year Strategic Plan, we understand the City has several key expectations for the new Development Code.

Prepare a Unified, Easy-to-Use Development Code. The City expects the consultant to prepare a comprehensive update to the Zoning Code that includes objective design standards and design guidelines. The consultant must also update the Subdivision Ordinance, which needs to be modernized and simplified. The Zoning Code and Subdivision Ordinance will be combined to create a unified Development Code. The City expects the new Code to be easy to understand by both the regulated community and the general public. The consultant must ensure consistency in definitions and organize the document in an easy-to-read, user-friendly format with extensive use of tables, charts, illustrations, and other graphics that aid in clearly communicating the Code's regulations.

Promote Flexible and Easy-to-Understand Development Standards. The City expects the consultant to identify barriers to development and recommend solutions to facilitate and expedite the development approval process along the lines of those in Resolution 2022-57. The consultant should examine opportunities and incentives to attract quality development to the city and identify potential tools to incentivize economic development, job creation, and opportunities for base income generation. The successful Code will incorporate concrete methods to attract and encourage infill and redevelopment, with attention to creating pathways to consider alternatives to typical use-based development.

Identify Zoning Code Issues, Concerns, and Deficiencies. The City expects the consultant to review the existing regulations and identify issues and concerns about, and deficiencies with, the existing Zoning Code and Subdivision Ordinance, and

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analyze and design more predictable, timely permit processes. The consultant should also review the results of the developer and applicant listening events, brainstorming sessions, interviews, and surveys already facilitated by staff to gain an understanding of the challenges and issues of the regulated community and Code users, and engage the stakeholders in additional interviews. The consultants should work with City staff to develop a “fix-it” list based on staff experience with the Code.

Ensure General Plan Consistency. The City expects the consultant to review the 2040 General Plan to ensure consistency with the Plan policies and programs, particularly with the Land Use, Circulation, Housing, and Community Design Elements. The consultant should develop tools to increase the supply and affordability of housing, including potential zoning changes that may facilitate housing production.

Comply with State and Federal Law. The consultant must assure that the new Development Code complies with all relevant State and Federal law, including the ever-increasing number of housing-related laws, such as ADUs, density bonuses, reasonable accommodation, emergency shelters, low-barrier navigation centers, and objective design standards, as well as water-efficient landscaping, sign content, and wireless communication facilities.

Streamline the Development Review Process. The City expects the consultant to prepare a Development Code that streamlines the development review process. The consultant should evaluate the need for public meetings and hearings for development applications that may be more appropriate for administrative, staff-level review, while maintaining adequate levels of transparency, public accessibility, and adherence to established standards. The consultant's work should also result in streamlining the subdivision review process while ensuring it is integrated with other City processes and procedures.

Update the Objective Design Standards and Design Guidelines. The City expects the consultant to evaluate existing development standards and implement objective design standards and design guidelines that are well-organized, flexible, and easy to understand. The consultant should include an appropriate development review process that allows

for creativity and flexibility at the City staff level, assure that design standards and guidelines remain consistent with the Community Design Element, and recognize context and setting, particularly in existing neighborhoods.

Update Other Pertinent Regulations. The City expects the consultant to update other pertinent regulations in Municipal Code, as necessary, to modernize the Code, ensure internal consistency, and address relevant policies, including:

- Alternative compliance options that deliver equal or higher performance through an alternative design review process;
- Promote mixed use in existing commercial space (including reuse and infill) to allow diversity in uses and housing choice along commercial corridors;
- Creative solutions for infill development, such as incremental buildouts;
- Tools for increasing housing supply with a mix of types for families, through a context-sensitive review process;
- Incentivize infill and adaptive reuse of existing corridor sites through mixed-use opportunities and alternative compliance options, including flexible parking requirements; and
- Incorporate provisions for a Code performance evaluation process.

Public Engagement and Consultation. The City expects the consultant to create and facilitate a robust community engagement strategy. The engagement strategy should include open houses, targeted stakeholder interviews, and surveys as appropriate. All public events should include both English and Spanish translation, with all public-facing documents available in both languages. The City expects the consultant to facilitate Steering Committee and Technical Advisory Group meetings to aid in ensuring the draft Code meets its objectives. The consultant must consider all of the data and information the City has collected through surveys, interviews, and listening sessions, and reconcile the draft Code with the inventory of identified issues. The consultant will present the Public Review Development Code, as well as any other Municipal code revisions, to the City's Planning Commission prior to consideration by the City Council at public hearings.

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Environmental Documentation/CEQA. The City expects the consultant to prepare any necessary documentation to ensure compliance with the California Environmental Quality Act (CEQA), which may include the preparation of a Negative Declaration, an Addendum to the 2040 General Plan EIR, or an Exemption.

Project Approach

Comprehensively updating the Zoning Code and Subdivision Ordinance and combining them into a Development Code is a unique opportunity for Cathedral City to implement the communitywide vision established in the 2040 General Plan. Cathedral City's diverse and informed citizens, Steering Committee, Technical Advisory Group, Planning Commission, and City Council will drive this process. City staff will support the process through a broad range of actions, including technical and policy advice, review and critique all administrative draft documents, and managing and directing the selected consultant team.

Based on our understanding of the City's expectations and objectives for the Comprehensive Development Code Update, we have identified the following themes for our approach to the project. These themes serve as the organizing principles for our proposed work scope.

Assemble a Highly Qualified Team. Mintier Harnish, the team leader, specializes in land use planning, zoning, community development, and regulatory compliance. During our 39 years in business, Mintier Harnish has prepared over two dozen zoning codes, 70 city and county general plans, 80 housing elements, and objective design standards for 12 cities and counties. We constantly stay abreast of the latest State and Federal laws and emerging zoning trends and best practices. Our team is at the forefront of addressing State-mandated housing legislation provisions in zoning regulations. Mintier Harnish will be responsible for overall project management, research, community engagement, Code and Ordinance drafting and preparation, graphic and map production, and administration.

Miller Planning Associates (MPA) has been providing planning and zoning services to a variety of municipal

clients throughout California and nationwide. Martha Miller, founder, and Principal of MPA has facilitated the update of 15 Zoning Codes over the last 20 years. Martha Miller, AICP and Brent Gibbons, AICP, of Mintier Harnish also co-taught a UC Davis course on How to Update Your Zoning Code. Mintier Harnish and MPA are partnering on several code updates including comprehensive updates for the City of Stockton and Calaveras, Madera, and Trinity Counties.

MNS Engineering will provide all necessary CEQA compliance. The MNS Planning and Community Development team provides a full range of planning and environmental compliance services to municipalities and private sector clients throughout California, including cities, counties, transportation agencies, water and special districts, districts, and Federal clients.

UrbanGreen founder Jim Heid will assist in facilitating community engagement as it relates to the objective design standards as well as facilitating conversation relating to implementable and realistic design applications with community members and decision makers. Jim's leadership within the Urban Land Institute and project work in the areas of environmentally responsible development, sustainable community frameworks, compact neighborhood design, smart growth programs, new urbanism, resiliency, and responsible property investing have continually informed his unique way of working, while allowing him to craft innovative solutions for each client.

Collaborate with Staff. Close collaboration with City staff throughout the project is an essential part of our approach. While our team has broad experience with zoning code and subdivision ordinance updates, City staff possess detailed working knowledge of Cathedral City's regulatory structure and policy initiatives. We will establish a close working relationship and regular communications with City staff throughout the Update. We will work with City staff early on to define work responsibilities and communication protocols. We will form an integrated and seamless staff/consultant project team.

Prioritize Work. Based on the initial exploration of issues and opportunities, we will work closely with

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City staff to identify the appropriate sequence of tasks and prioritize the work effort. We expect that it will be important at this point to address broader, crosscutting issues that may affect later tasks. We will also determine the appropriate division of responsibilities between City staff and our team.

Identify Issues and Opportunities. Key to the success of the Development Code Update is clearly identifying the issues to be addressed and opportunities for improvement. At the outset of the project, we will facilitate a kick-off meeting to refine the scope of work, thoroughly define and explore the issues and opportunities, and prioritize tasks. We will review the results of the City's early stakeholder engagement. Based on that review and evaluation, we will prepare an initial Summary Matrix of Zoning Code and Subdivision Ordinance Issues that will help target areas to address. This Matrix will be used throughout the project to help track revisions, ensure consistency with the General Plan, and assist in its successful adoption.

Study the City. We will conduct research and analyze trends on a range of topics relevant to the Zoning Code and Subdivision Ordinance and 2040 General Plan. We will review the City's existing objective design standards and design guidelines. We will collect GIS data and review existing plans, ordinances, guidelines, and other local regulations, as well as applicable State and Federal laws and regulations, to determine where the Zoning Code and Subdivision Ordinance are deficient.

Conduct a Modernizing the Development Code Seminar. We will facilitate a half-day seminar for the City Council, Planning Commission, Technical Advisory Committee, Steering Committee, and City staff on modernizing the Development Code. Patterned after the UC Extension course taught by Brent Gibbons, AICP and Martha Miller, AICP, the seminar will address topics related to updating the Development Code, particularly focusing on how zoning codes shape the appearance and function of all land uses in a community. Brent and Martha will discuss how to transform the City's Zoning Code and Subdivision Ordinance into a more understandable, streamlined, legally defensible, and effective planning implementation tools.

Engage the Community. Effective zoning codes and subdivision ordinances rely on input from the community and decision makers. Throughout the update, we will facilitate an effective and inclusive community engagement program that builds upon the early stakeholder engagement by the City. Our engagement program is built around three key components: (1) education and information; (2) engagement and interaction; and (3) validation and direction. Education and information include a project website, E blasts, social media posts, press releases, newsletters, and informational handouts. Engagement and interaction include community meetings, open houses, and interactive online surveys. Validation and direction include Steering Committee and Technical Advisory Group meetings; City Council and Planning Commission study sessions and public hearings; and meetings with other relevant City commissions and committees. All our community touch points will be widely publicized to give all interested residents, business and property owners, and developers the opportunity to be heard. We will provide verbal Spanish translation services at all community meetings and provide all project materials in English and Spanish.

Implement Laws, Regulations, and Policies. The Development Code Update will implement goals from the 2040 General Plan and Sixth Cycle Housing Element, incorporating current State law and court decisions. We will prepare a Zoning Code and Subdivision Ordinance Diagnosis Report that analyzes regulations in the existing Code and Ordinance, and pinpoint inconsistencies with recent housing laws. The resulting report will propose strategies and recommendations for the City to ensure compliance with evolving regulations.

Introduce New Ideas and Approaches. A primary objective of this update is to introduce and integrate innovative ideas into the City's regulatory and development review process. Throughout the update process, we will introduce fresh and inventive approaches to address key issues and seize opportunities for enhancing the Development Code. This involves the integration of new uses and standards, mixed-use development, and the integration of objective design standards. The overarching goal is to enhance a community

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conducive to attracting investment and fostering pride, while also promoting high-quality design.

Prepare a User-Friendly and Modern Development Code. We are committed to ensuring that the updated Development Code is user-friendly and aligned with contemporary planning practices. This involves a thorough evaluation and refinement of permit requirements, administrative provisions, zoning districts, allowed land uses, development standards, and definitions. To enhance accessibility, we will incorporate graphics, illustrations, and consolidated tables displaying land use and development standards. Furthermore, we will introduce a new format and structure for the Code, facilitating easy navigation, comprehension, and full searchability with internal cross-referencing.

Refine Objective Design Standards. Our technical approach to refining the objective design standards is founded on a meticulous analysis of architectural principles, urban context, and community aspirations. Leveraging advanced design software and data-driven insights, our team will conduct a thorough examination of local zoning regulations, building codes, and precedents to inform a comprehensive set of standards. These standards will encompass a range of criteria, including, but not limited to, building massing, façade articulation, materials, and landscaping. Through a collaborative process involving stakeholders and using 3D modeling and visualization tools, we aim to ensure that the objective design standards strike a harmonious balance between aesthetic appeal, functional efficiency, and adherence to the unique character of each residential community. Our technical approach emphasizes clarity, adaptability, and a commitment to enhancing the overall livability and aesthetic quality of both single- and multi-family residential developments.

Conduct Environmental Review. We will conduct an environmental review of the Draft Development Code in compliance with the California Environmental Quality Act (CEQA), ensuring alignment with the 2040 General Plan update. Our team will prepare either a Negative Declaration or Addendum (or possibly an Exemption) to the 2040 General Plan Final Environmental Impact Report (EIR), encompassing all relevant topic areas from the EIR. The analysis will

tier off the General Plan EIR evaluation and will align with the goals, policies, and programs outlined in the General Plan. Our team will assess the potential environmental impacts of the Development Code update, collaborating closely with City staff and City Attorney to ensure the analysis is both legally defensible and compliant.

Project Scope of Work

The following scope of work is based on our understanding of the City's needs, information in the RFP, and our experience with similar projects. The Mintier Harnish Team is prepared to revise the scope of work, as necessary, to satisfy the City's expectations and needs.

Phase 1: Project Initiation

At the outset of the Update, the Mintier Harnish Team will develop an in-depth understanding of the City's expectations, needs, and objectives for the Development Code Update before beginning to draft the new Code. This will establish the organizational foundation for the planning process.

Task 1.1: Kick-Off and Scoping Meeting

The Mintier Harnish Team will facilitate a project kick-off meeting with City Planning staff and representatives of the participating City departments. The meeting should include the City Project Manager, front line counter staff, application processing staff, code enforcement staff, and the City Attorney (at least for a portion of the meeting). The Mintier Harnish team will prepare a meeting agenda for the City Project Manager's review at least a week before the meeting. Following the meeting, we will prepare notes for use by the City staff and the Mintier Harnish Team. Topics to be addressed at the meeting include the following:

- Review/clarify the City's expectations and needs for the Development Code update.
- Refine the project scope, budget, and preparation and delivery schedule, as necessary.
- Discuss problems and issues associated with existing City land use and development

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regulations (including City staff's "fix-it list" of needed revisions and other regulatory topics that need attention but are not fully addressed in the current Zoning Code and Subdivision Ordinance).

- Discussion formation of the Development Code Steering Committee and Technical Advisory Group (TAG).
- Review and discuss format, style, and organization options.
- Discuss typical lead times for City staff review of administrative draft documents and public meeting notification.
- Establish protocols for providing information on the status of the Development Code Update Project on the selected website method (City's existing or new stand-alone) and other public information platforms.
- Discuss expectation for the citywide design guidelines/objective standards.
- Discuss CEQA compliance.
- Prepare a Request for Information (RFI) and gather documents relevant to the Update including, but not limited to, the 2040 General Plan, the General Plan EIR, a Microsoft Word version of the existing Zoning Code (Title 9), 2021-2029 Housing Element, City Specific Plans, adopted design guidelines, environmental guidelines, zoning map, planning fee schedule, any over-the-counter hand-out materials, and other planning policy or regulatory documents.

Task 1.2: City and Neighborhood Tour

Following the Kick-Off and Scoping Meeting, the Team will tour Cathedral City with City staff to view examples of key zoning-related issues (i.e., projects that did and did not work well) and gain further understanding of the development issues. We know that the city has a variety of land uses which will require differing and specific regulations, including, but not limited to, specific issues related to the 14 identified residential neighborhoods. We will work with City staff to identify these areas, determine the appropriate zoning approach, and draft relevant zoning regulations during the subsequent phases of the Project.

Deliverables:

- Kick-off and Scoping meeting agenda (digital version in Microsoft Word, Adobe PDF)
- Request for Information (RFI) (Digital version in Microsoft Excel)

Phase 2: Evaluation**Task 2.1: Diagnostic Document Review**

The Mintier Harnish Team will review all City documents relevant to the Development Code update, including the 2040 General Plan, the General Plan EIR, 2021-2029 Housing Element, existing Zoning Code and Subdivision Ordinance, adopted design guidelines, objective design standards, City Specific Plans, Zoning Map, over-the-counter planning hand-out materials, and other planning policy or regulatory documents. Additionally, the Mintier Harnish Team will also work with City staff to review the staff "fix-it list" and the overall Municipal Code to identify other provisions that should be included in the Update, or that will at least need to be understood and possibly referenced so that no conflicts occur through updates to Development Code.

Task 2.2: Development Code Diagnosis Report

The Mintier Harnish Team will prepare a Development Code Diagnosis Report that will provide an overview of outdated uses and terminology, internal inconsistencies, and areas where simpler and clearer language can be incorporated. We will provide the Development Code Diagnosis Report to City staff for review that, at a minimum, will identify:

- Internal inconsistencies within the existing Zoning Code (Title 9) and provide recommendations to rectify inconsistencies.
- Tools to remove barriers to housing production (see text box below)
- Components of the highlighted areas in the Zoning Code that may not be consistent with modern best practices and provide recommendations for refinement.
- Improvements in the overall Zoning Code organization.
- Improvements and revisions to the Subdivision Ordinance.

Attachment 1 to Exhibit "A"

Tools for Removing Barriers to Housing

The Mintier Harnish Team will work closely with City staff early on to identify potential tools to remove barriers to housing production, of which there is a very broad range of possibilities. We will integrate the selected tools into the Development Code Update. Mintier Harnish has extensive experience addressing barriers to housing production through the preparation of general plans, housing elements, zoning codes, and objective design standards. Of particular note is a recent San Joaquin Valley Housing study for which we were principal authors (2022 San Joaquin Valley REAP: Housing Production Trends, Impediments, and Best Practices Report). [<https://sjvcogs.org/sjv-housing-report/>] In this report our team explored dozens of potential tools to reduce housing production barriers. A few of the more notable tools, some of which may be relevant to Cathedral City, include:

- Reduce or eliminate discretionary permitting requirements to increase the number residential uses subject to administrative or ministerial review.
- Reduce or eliminate off-street parking requirements
- Reduce residential project application appeals.
- Revise permitting fee structures, particularly for affordable housing.
- Consider local programs that encourage infill development, include the following:
 - » Identify the most appropriate infill types in the local context;
 - » Create a list of potential infill parcels;
 - » Simplify zoning designations and regulations to allow for flexibility in land reuse;
 - » Create design standards to protect existing community character; and,
 - » Incentivize lot consolidation and small lot development.
- Adopt an inclusionary zoning requirement
- Eliminate single-family zoning
- Increase maximum allowable densities
- Increase minimum required densities
- Replace density standards with FAR standards
- Increase residential structure height limits
- Reduce setback requirements
- Require unbundled parking for multi-family housing projects and especially for projects near transit.

Task 2.3: TAG Meeting #1 (in-person meeting)

The Mintier Harnish team will facilitate an in-person meeting of the Technical Advisory Group (TAG). This first meeting will focus on the role of the TAG and the overall expectations for the group. The Team will also survey the TAG to gain initial input on assets, issues, and opportunities affecting zoning regulations and procedures in the city. Follow-on meetings of the TAG will be held virtually.

Task 2.4: Steering Committee Meeting #1 (in-person meeting)

The Mintier Harnish team will facilitate an in-person meeting of the Development Code Steering Committee. This first meeting will focus on consensus of the overall Steering Committee format, rules, and operating procedure. We will also ask the Steering Committee members to identify key issues that they feel should be addressed during the Development Code Update. Follow-on meetings of the Steering Committee will be held virtually on an agreed meeting schedule and time for consistency.

Task 2.5: Draft Development Code Format and Outline

The Mintier Harnish Team will prepare a draft annotated Development Code format outline, style sheet, and sample chapter format to illustrate the recommended format and style of the updated Code. The draft Development Code Format and Outline will include the updated Subdivision Ordinance, which the City currently references Riverside County's Ordinance which is not up to date. These documents will be designed to improve the Code's organization

Attachment 1 to Exhibit "A"

and readability, resulting in a truly user friendly updated document. After City staff review, we will finalize any desired changes. We will convert the final Development Code Format and Outline to be fully compatible for posting on the City's website in conjunction with the formatting provided by the City's existing codifier.

Task 2.6: Summary Matrix of Development Code Changes

Based on the results of meetings with City staff and comprehensive document review, the Mintier Harnish Team will prepare an initial Summary Matrix of Development Code Changes. The Matrix will not only address areas of the Code that have vexed City staff but will clearly identify areas to be updated per State and Federal law. We will work closely with City staff to prioritize the list of changes identified. For each identified change, we will provide a solution and identify steps and optional approaches to implement them accordingly.

Task 2.7: Newsletter #1 – Development Code Overview

The Mintier Harnish Team will prepare a newsletter that describes what a development code is, how and why it is being updated, the project schedule, and how the public can participate. The newsletter will be used to promote the project website and future workshops.

Deliverables:

- Development Code Diagnosis Report (one digital version in Microsoft Word and PDF)
- Development Code format style sheet; sample chapter in tentatively approved format (one digital version in Microsoft Word)
- Summary Matrix of Development Code Changes (one digital version in Microsoft Excel)
- Newsletter #1 (one digital version in PDF, 100 hard copies)

Phase 3: Understanding and Engagement

This Phase will include an additional round of stakeholder interviews, community meetings, a development code seminar, online engagement activities, and study sessions to collect feedback from residents, business owners, community members, other stakeholders, the Development Code Steering Committee, the Development Code Technical Advisory Group, Planning Commissioners, and elected officials throughout the Update process. It is also during this phase, prior to the completion of a draft updated Code, that residents, property owners, developers, and the business community will have the opportunity to provide input.

Task 3.1: Public Outreach Strategy

Based on City staff direction during the kick-off and scoping meeting (Task 1.1), the Mintier Harnish Team will refine and implement a Public Outreach Strategy that we will use to guide engagement throughout the Project. The strategy will describe how the engagement will be structured to ensure residents, businesses, property owners, and other community stakeholders are aware of and engaged throughout the project. This will include not only multiple opportunities to provide input and feedback, but multiple outreach techniques to maximize community engagement. All engagement materials will be provided in both English and Spanish. While we expect to refine the details of the Public Outreach Strategy with City staff, our work program and budget estimate includes the following engagement elements:

- Project website (as determined during the kick-off meeting)
- Newsletters (3)
- Flyers
- Modernizing the Development Code Seminar
- E-blasts
- Social media
- Press releases
- Community Opinion survey
- Online engagement

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- Community meetings (3)
- Development Code Steering Committee Meetings (6)
- Development Code Technical Advisory Committee (TAG) Meetings (6)
- Support of community led events
- Stakeholder Interviews
- City Council/Planning Commission Joint Workshop (1)
- Planning Commission Workshops (6)
- Planning Commission Hearings (2)
- City Council Hearings (2)
- Translation services

Task 3.2: Modernizing the Development Code Seminar

The Mintier Harnish Team will present a half-day seminar for the City Council, Planning Commission, Development Code Steering Committee (Steering Committee), Development Code Technical Advisory Group (TAG), and City staff on modernizing the Development Code. We will base this seminar on the UC Davis Extension course taught by two of our team members, Brent Gibbons, AICP and Martha Miller, AICP. The seminar will address topics related to updating the Development Code, particularly focusing on how zoning shapes the appearance and function of all land uses in a community. The practice of how communities use zoning regulations to achieve development goals continues to evolve, and many cities and counties look to code updates to achieve their development objectives. We will discuss how to transform the City's existing Zoning Code into a more understandable, streamlined, legally defensible, and effective planning implementation tool. Discussion topics would include the following:

- Methods for making the development code consistent with the 2040 General Plan policies and standards
- State-of-the-art development code structure, format/style, and graphic design for creating easy-to-use documents
- Zoning districts: How many, what types, when to use overlays and combining designations

- The incorporation of neighborhood specific standards
- Implementation of specific plans and their relation to the zoning regulations
- Development standards: Type, specification, and performance approaches, graphic support and representation
- Design guidelines and objective standards, form-based ordinances, and hybrid ordinances
- Content-neutral sign regulations, nonconforming uses, and other controversial regulatory issues
- Methods to provide streamlined processes meant to stimulate economic development and reflect market conditions
- Steps to faster, effective, and thorough development permit review procedures

Task 3.3: Stakeholder Interviews

The Mintier Harnish Team will coordinate with City staff to review the feedback collected during the prior City facilitated "Listening Sessions" which include meetings and interviews with stakeholders, developers, and community members. Based on the review, the Mintier Harnish Team will consult with City staff to determine if additional stakeholder interviews are needed or if for consistency, the Team provides follow-up interviews with those previously engaged by the City. In any event, the Mintier Harnish Team will facilitate up to 16 Zoom new and/or follow-up video or conference call interviews with individual and group stakeholders (e.g., builders, developers, civil engineers, architects, residents, community representatives, neighborhood groups, Chamber of Commerce) identified by the City's Project Manager as part of the regulated community who can identify issues of public interest and concern relative to the City's development regulation and permit review process.

Task 3.4: Community Meeting #1 – What is Zoning and How You Make a Difference

We will facilitate the first community meeting at the outset of the Update and will focus on the need for the Development Code Update and how it relates to the 2040 General Plan. Participants will learn and engage in discussions about changes in State law that will drive regulation changes and how the community

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can provide input. We will distribute questionnaires to identify issues and concerns with the existing Zoning Code and discuss ideas and opportunities for improving the Code. To maximize community feedback, we will also digitize the questionnaire, presentations, and large-scale boards and graphics for publication on the City's website. We will summarize and post on the website the results of the meeting.

Task 3.5: Citywide Survey and Digital Mapping Exercise

The Mintier Harnish Team will prepare and release a citywide digital survey in conjunction with a Maptionnaire online exercise to solicit feedback from community members. The survey will gauge interest from community members and identify issues and opportunities for development improvement consistent with the General Plan and as it relates to zoning and design regulations citywide. To improve participation, the Mintier Harnish Team recommends the City prepare and send mailers to property owners through utility billings. We have collaborated with other jurisdictions on this form of outreach which has proven successful, most recently with the City of Arroyo Grande.

Task 3.6: City Council/Planning Commission Joint Workshop

Immediately following the completion of the Community Meeting #1 and release of the meeting summary, the Mintier Harnish Team and City staff will facilitate a Joint Workshop. This will be a joint workshop with the City Council and Planning Commission to present the results from the stakeholder interviews, summarize community feedback from Community Meeting #1, and initial deliverables. The Joint Workshop will be structured to allow for and encourage community and stakeholder participation. We would refine the details of the Joint Workshop with City staff, but expect that we will prepare a PowerPoint presentation, have numerous display graphics, and conduct visual preference exercises to gain an understanding of the type of development the City would like addressed in the new Code. We will summarize the result of Joint Workshop in a memorandum. This Workshop will serve as a zoning code seminar, and will focus on such topics as:

- How zoning codes shape the appearance and function of all land uses in a community
- How communities use zoning regulations to achieve development goals
- Transforming the City's existing Zoning Code into a more understandable, streamlined, defensible, and effective user-friendly planning implementation tool
- Zoning standards: type, specification, and performance-based approaches, graphic support and representation
- Zoning districts: how many, what types, when to use overlays and combining designations

Deliverables:

- Summary of Stakeholder Interviews (one digital version in both Microsoft Word and Adobe PDF)
- Community Meeting #1 materials (digital and hardcopies, boards, graphics, questionnaire)
- Summary of Community Meeting #1 (one digital version in both Microsoft Word and Adobe PDF)
- City Council/Planning Commission Joint Workshop PowerPoint Presentation (one digital version in both Microsoft PowerPoint and Adobe PDF)
- Summary Memo of City Council/Planning Commission Joint Workshop (one digital version in both Microsoft Word and Adobe PDF)

Phase 4: Draft Cathedral City Development Code

The Mintier Harnish Team will prepare the new Development Code in four phases: Zoning District Provisions (Tasks 4.1 through 4.4), General Site Planning and Specific Use Standards (Tasks 4.5 and 4.8), Subdivision Ordinance (Tasks 4.13 through 4.16) and Administrative Provisions (Tasks 4.9 through 4.12). This will make it easier for City staff, the Development Code Steering Committee, Development Code TAG, and the Planning Commission to review the Draft Development Code and give timely feedback when presented in phases. The order and content of the phases can be modified as desired by City staff.

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Task 4.1: Zoning District Provisions

The Mintier Harnish Team will draft the chapters of the Zoning Code that include regulations applicable to specific residential, commercial, office, mixed-use, industrial, agricultural, public, miscellaneous/combining zoning districts, transit-oriented overlays, and any new districts. To ensure consistency with the 2040 General Plan land use designations, the 2021-2029 Housing Element, and proper implementation of Plan policies; the Team will review the land use designations as part of this task. At a minimum, these provisions will address the following topics:

- A description of each zoning district (including a General Plan driven “purpose” statement), an overview of the land uses allowed within each district, and the type of ministerial or discretionary land use approvals required for each use (some uses may be allowed with no land use permit, subject to compliance with applicable locational, developmental, and operational standards and obtaining any necessary construction permits).
- A land use classification system that clearly identifies uses allowed in each zoning district with an emphasis on allowing as many of by-right uses (together with specific development standards) as is reasonably appropriate and is consistent with the 2040 General Plan. This classification system will consolidate the City’s current use categories and use descriptions by providing for uses that are not currently addressed and by using clear terminology to define each allowable use. The classification system will employ up-to-date terminology and an appropriate combination of specific and generic land use types. We will provide definitions of all land use types included within the classification system.
- Development standards for each zoning district (e.g., building envelope standards, height limitations, setback requirements, site coverage requirements) organized in tables and graphically illustrated. This will include objective design and development standards for by-right multi-family uses, in compliance with State law.

The Mintier Harnish Team will submit the Administrative Draft Zoning District Provisions to City staff for review. Staff will provide their comments in a single set of consolidated comments in Microsoft’s “track changes.” The Mintier Harnish Team will then facilitate a series of meetings or calls with City staff to discuss revisions and direction on the Administrative Draft Zoning District Provisions. Following these discussions, we will prepare the Preliminary Draft Zoning District Provisions which will be presented to the TAG, Steering Committee, and Planning Commission.

Task 4.2: TAG Meeting #2 (virtual meeting)

Prior to preparing the Public Review Draft Zoning District Provisions and meeting with the Development Code Steering Committee and Planning Commission, the Mintier Harnish Team will facilitate a second virtual meeting with the TAG. This meeting will focus on key changes made in the Preliminary Draft Zoning District Provisions, including recent changes to State law, land uses, permitting requirements, and development standards. Following Meeting #2, we will meet with the Development Code Steering Committee.

Task 4.3: Steering Committee Meeting #2 (virtual meeting)

Prior to preparing the Public Review Draft Zoning District Provisions and initial review by the Planning Commission, the Mintier Harnish Team will facilitate a second virtual meeting with the Development Code Steering Committee. This meeting will focus on key changes made in the Preliminary Draft Zoning District Provisions, including recent changes to State law, land uses, permitting requirements, and development standards. Following Meeting #2, we will meet with the Planning Commission in Workshop #2.

Task 4.4: Planning Commission Workshop#1

Prior to preparing the Public Review Draft Zoning District Provisions, the Mintier Harnish Team will facilitate Workshop #2 with the Planning Commission. This workshop will focus on key changes made in the Preliminary Draft Zoning District Provisions, including recent changes to State law, land uses, permitting requirements, and development standards. Following Workshop #1, we will prepare the Public Review Draft Zoning District Provisions.

Attachment 1 to Exhibit "A"**Task 4.5: General Site Planning and Specific Use Standards**

The Mintier Harnish Team will draft the chapters of the new Zoning Code that include regulations that apply in multiple zoning districts and regulations for specific land uses. At a minimum, these chapters will address the following topics:

- General site planning and development standards that could apply to a variety of land uses regardless of the applicable zoning district. Additionally, these standards will address, as appropriate, site access requirements; fences, hedges, walls, and screening; noise regulations; outdoor lighting standards; performance standards; Crime Prevention Through Environmental Design; solid waste and recyclable storage standards; and undergrounding of utilities.
- Affordable housing requirements, including supportive, transitional, and employee housing; inclusionary housing; emergency shelters and low-barrier navigation centers; density bonus provisions; single-room occupancy (SRO) provisions; standards for large residential care facilities; and related incentives.
- Landscaping standards, including water efficiency and specific requirements for preliminary and final landscape plan submittal and review.
- Off-street parking, loading, bicycle, and motorcycle standards, including contemporary parking and loading area numbers, space and design requirements; pedestrian circulation requirements; blended parking requirements; motorcycle and scooter parking; and bicycle parking that at a minimum is consistent with CalGreen requirements.
- Sign regulations that provide clear standards for signs by zoning district and by sign type. We will consider all types of allowable/desired signs for inclusion in the sign provisions, including temporary signs. We will review and update procedures for sign review to make the process more understandable and easily administered, including provisions for dealing with nonconforming signs. We will provide extensive, illustrative graphics to clarify sign requirements.

We will ensure that sign provisions comply with content neutrality requirements. Consultation with the City Attorney is essential.

- Standards for specific land uses, including accessory dwelling units; accessory uses and structures; adult entertainment businesses; alcohol-related uses (e.g., liquor sales, breweries, taprooms, wineries); childcare facilities; cottage food industries; emergency shelters; entertainment and recreation uses; historic preservation; home occupations; interim uses in transition areas; massage therapy; mixed-use developments; mobile food vendors; mobile homes; outdoor merchandise display and activities; outdoor and personal storage facilities; recycling facilities; residential accessory uses and structures, residential vacation rentals; service stations; temporary uses; vehicle-oriented uses; and wireless telecommunications.
- Environmental performance-based standards as determined by City staff to be appropriate.

The Mintier Harnish Team will submit the Administrative Draft General Site Planning and Specific Use Standards to City staff for review. Staff will provide their comments in a single set of consolidated comments in Microsoft's "track changes." The Mintier Harnish Team will then facilitate a series of meetings or calls with City staff to discuss revisions and direction on the Administrative Draft General Site Planning and Specific Use Standards. Following these discussions, we will prepare the Preliminary Draft General Site Planning and Specific Use Standards which will be presented to the TAG, Steering Committee, and Planning Commission.

Task 4.6: TAG Meeting #3 (virtual meeting)

Prior to preparing the Public Review Draft General Site Planning and Specific Use Standards and meeting with the Development Code Steering Committee and Planning Commission, the Mintier Harnish Team will facilitate a third virtual meeting with the TAG. This meeting will focus on key changes made in the Preliminary Draft General Site and Specific Standards, including recent changes to State law, general development standards, and regulations for specific uses. Following Meeting #3, we will meet with the Development Code Steering Committee.

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Task 4.7: Steering Committee Meeting #3 (virtual meeting)

Prior to preparing the Public Review Draft General Site Planning and Specific Use Standards and initial review by the Planning Commission, the Mintier Harnish Team will facilitate a third virtual meeting with the Development Code Steering Committee. This meeting will focus on key changes made in the Preliminary Draft General Site and Specific Standards, including recent changes to State law, general development standards, and regulations for specific uses. Following Meeting #3, we will meet with the Planning Commission in Workshop #2.

Task 4.8: Planning Commission Workshop #2

Prior to preparing the Public Review Draft General Site Planning and Specific Use Standards, the Mintier Harnish Team will facilitate Workshop #2 with the Planning Commission. This workshop will focus on key changes made in the Preliminary Draft General Site and Specific Standards, including recent changes to State law, general development standards, and regulations for specific uses. Following Workshop #2, we will prepare the Public Review Draft General Site Planning and Specific Use Standards.

Task 4.9: Administrative Provisions

The Mintier Harnish Team will draft the chapters of the new Zoning Code containing administration and development application filing and processing provisions. At a minimum, these chapters will address the following:

- Purpose and adoption of the Zoning Code applicability, responsibility and administrative authority, interpretation procedures, and provisions addressing applications deemed complete but not yet decided, that may be affected by adoption of, and future amendments to, the Zoning Code.
- Definition of the roles of each project review authority, including the Economic and Community Development Director, the Planning Commission, the City Council, and any other applicable entities.
- Procedures for discretionary permits, conditional and administrative use permits, design review,

planned development review, reasonable accommodations, site plan review, variances, and other project review procedures. Appeals, public hearings, nonconforming use and structure provisions, and amendments (e.g., General Plan, Zoning Code, and Zoning Map), development agreements, and specific plans will also be addressed in these chapters. Proposed procedures will emphasize efficiency, simplicity, clarity, and streamlined processing. Additionally, a comprehensive Review Authority table will be included to clearly display the appropriate level of review required for reach type of application.

- Enforcement provisions, including but not limited to, legal remedies (criminal and civil), procedural requirements, recovery of costs directly related to enforcement actions, and the identification of the property owner/violator rights and appeal procedures.
- Definitions of technical terms and phrases used in the Zoning Code, including abbreviations. An initial set of definitions will be included with the first submittal of the Administrative Draft Zoning District provisions and will be supplemented in subsequent draft submittals.

The Mintier Harnish Team will submit the Administrative Draft of the Administrative Provisions to City staff for review. Staff will provide their comments in a single set of consolidated comments in Microsoft's "track changes." The Mintier Harnish Team will then facilitate a series of meetings or calls with City staff to discuss revisions and direction on the Administrative Draft of the Administrative Provisions. Following these discussions, we will prepare the Preliminary Draft of the Administrative Provisions which will be presented to the TAG, Steering Committee, and Planning Commission.

Task 4.10: TAG Meeting #4 (virtual meeting)

Prior to preparing the Public Review Administrative Provisions and meeting with the Development Code Steering Committee and Planning Commission, the Mintier Harnish Team will facilitate a fourth virtual meeting with the TAG. This meeting will focus on key changes made in the Preliminary Draft Administrative Provisions regarding nonconforming uses/structures,

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permit processing procedures, and Development Code administration. Following Meeting #4, we will meet with the Development Code Steering Committee.

Task 4.11: Steering Committee Meeting #4 (virtual meeting)

Prior to preparing the Public Review Administrative Provisions and initial review by the Planning Commission, the Mintier Harnish Team will facilitate a fourth virtual meeting with the Development Code Steering Committee. This meeting will focus on key changes made in the Preliminary Draft Administrative Provisions regarding nonconforming uses/structures, permit processing procedures, and Development Code administration. Following Meeting #4, we will meet with the Planning Commission in Workshop #3.

Task 4.12: Planning Commission Workshop#3

Prior to preparing the Public Review Administrative Provisions, the Mintier Harnish Team will facilitate Workshop #3 with the Planning Commission. This workshop will focus on key changes made in the Preliminary Draft Administrative Provisions regarding nonconforming uses/structures, permit processing procedures, and Development Code administration. The Commission will also review the Preliminary Draft Design Guidelines. Following Workshop #3, we will prepare the Public Review Draft Administrative Provisions.

Task 4.13: Subdivision Ordinance

The Mintier Harnish Team will draft the chapters of the new Development Code that include incorporating an updated and new Subdivision Ordinance. At a minimum, the Ordinance will address all changes consistent with the most updated version of the Subdivision Map Act. The Mintier Harnish Team will submit the Administrative Draft of the Subdivision Ordinance to City staff for review. Staff will provide their comments in a single set of consolidated comments in Microsoft's "track changes." The Mintier Harnish Team will then facilitate a series of meetings or calls with City staff to discuss revisions and direction on the Administrative Draft of the Subdivision Ordinance. Following these discussions, we will prepare the Preliminary Draft of the Subdivision

Ordinance which will be presented to the TAG, Steering Committee, and Planning Commission.

Task 4.14: TAG Meeting #5 (virtual meeting)

Prior to preparing the Public Review Draft Subdivision Ordinance and meeting with the Development Code Steering Committee and Planning Commission, the Mintier Harnish Team will facilitate a fifth virtual meeting with the TAG. This meeting will focus on key changes made in the Preliminary Draft Subdivision Ordinance, including recent changes to State law and the Subdivision Map Act. Following Meeting #5, we will meet with the Development Code Steering Committee.

Task 4.15: Steering Committee Meeting #5 (virtual meeting)

Prior to preparing the Public Review Draft Subdivision Ordinance and initial review by the Planning Commission, the Mintier Harnish Team will facilitate a fifth virtual meeting with the Development Code Steering Committee. This meeting will focus on key changes made in the Preliminary Draft Subdivision Ordinance, including recent changes to State law and the Subdivision Map Act. Following Meeting #5, we will meet with the Planning Commission in Workshop #4.

Task 4.16: Planning Commission Workshop#4

Prior to preparing the Public Review Draft Subdivision Ordinance, the Mintier Harnish Team will facilitate Workshop #4 with the Planning Commission. This workshop will focus on key changes made in the Preliminary Draft Subdivision Ordinance, including recent changes to State law and the Subdivision Map Act. Following Workshop #4, we will prepare the Public Review Draft Subdivision Ordinance.

Task 4.17: Public Review Draft Zoning Code

Based on the Administrative Draft and Preliminary Draft efforts performed in Tasks 4.2 – 4.16, the Mintier Harnish Team will prepare a Public Review Draft Development Code which will be provided to the City for review by the Planning Commission and the community and approval by the City Council.

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Task 4.18: Newsletter #3 – Public Review Draft Development Code

The Mintier Harnish Team will prepare a newsletter that summarizes the Public Review Draft Development Code and Objective Design Standards and Guidelines and advertises the upcoming Planning Commission and City Council hearings.

Task 4.19: Community Meeting #3 – Where the Rubber Meets the Road

The Mintier Harnish Team will facilitate a third community meeting upon the release of the Public Review Draft Development Code and Objective Design Standards. The meeting will focus on what has changed in the Development Code and most importantly what hasn't. Our objective is for the community to be comfortable with and knowledgeable about the regulatory standards in the new Code. As part of the meeting, our team will facilitate a development code "test drive." We will organize stations with hard copies of the Code and provide typical scenarios for the participants to use the Code. This exercise will provide the team with a firsthand account on the usability of the Code and where we might be able to make minor modifications to increase clarity for the community. We will also include an open house station focused on the results of the objective standards process and the proposed draft standards and subsequent graphics. At this meeting, the Mintier Harnish Team will have a virtual reality station (VR) allowing community members to virtually experience the objective standards and how such standards would be incorporated into areas of the community. We feel the ability for community members to immerse themselves in the design and function of the objective standards provides an additional layer of comfortability with future ministerial approval of projects. We will summarize and post on the project website the results of the meeting.

Task 4.20: Draft Zoning Map

The Mintier Harnish Team will assist City staff to prepare a revised Zoning Map using GIS software to identify where zone districts need to be modified and updated to reflect the Public Review Draft Zoning Code and 2040 General Plan. Upon completion of

the Final City Council public hearing and adoption of the Development Code Update and environmental review/CEQA documentation (Phase 8), the Mintier Harnish Team will prepare a Final Zoning Map.

Deliverables:

- Administrative Draft Zoning District Provisions (one digital version in both Microsoft Word and Adobe PDF)
- Preliminary Draft Zoning District Provisions (one digital version in both Microsoft Word and Adobe PDF)
- Summary Memo of Planning Commission Workshop #1 (one digital version in both Microsoft Word and Adobe PDF)
- Administrative Draft General Development and Specific Use Standards (one digital version in both Microsoft Word and Adobe PDF)
- Preliminary Draft General Development and Specific Use Standards (one digital version in both Microsoft Word and Adobe PDF)
- Summary Memo of Planning Commission Workshop #2 (one digital version in both Microsoft Word and Adobe PDF)
- Administrative Draft Administrative Provisions (one digital version in both Microsoft Word and Adobe PDF)
- Preliminary Draft Administrative Provisions (one digital version in both Microsoft Word and Adobe PDF)
- Summary Memo of Planning Commission Workshop #3 (one digital version in both Microsoft Word and Adobe PDF)
- Administrative Draft Subdivision Ordinance (one digital version in both Microsoft Word and Adobe PDF)
- Preliminary Draft Subdivision Ordinance (one digital version in both Microsoft Word and Adobe PDF)
- Summary Memo of Planning Commission Workshop #4 (one digital version in both Microsoft Word and Adobe PDF)
- Public Review Draft Development Code (one digital version in both Microsoft Word and Adobe PDF)

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- Newsletter #3 (one digital version in PDF, 100 hard copies)
- Community Meeting #3 materials (number of digital and hardcopies, boards, graphics, exercises to be determined)
- Summary of Community Meeting #3 (one digital version in both Microsoft Word and Adobe PDF)
- Draft Zoning Map (one digital version, GIS)

Phase 5: Citywide Objective Design Standards

Building on the City's adopted Citywide Design Guidelines, the Mintier Harnish Team will prepare updated Citywide Objective Design Standards to provide guidance for the physical form and visual character of new residential development projects in the City. The objective design standards will address two key elements:

Public Realm. Provides design guidance for streetscape corridors, including plant palettes, street trees, street lighting, and landscape treatments along primary roadways.

Private Development Projects. Provides design guidance for multi-family residential, mixed-use, and compact single-family residential uses, addressing site design, building architecture, landscaping, outdoor spaces, lighting, and signage.

The objective design standards would be expressed using imagery and pictorial resources that visually illustrate the inspiration, which would be supported by text to indicate the desired intent. Preparation of the Citywide Objective Design Standards will include the following tasks and work products:

Task 5.1: Community Meeting #2 – Design Expectations Walking Tours

The Mintier Harnish Team will facilitate a two-day community meeting event that includes three walking tours within the City focused on citywide design. Areas in which the walking tours will take place will be determined upon selection of the project, but may include areas surrounding City Hall and Highway 111, Vista Chino to the northeast, and the Date Palm

and Ramon corridors. As part of these walking tours participants will point out local design, architecture, and projects of both residential and nonresidential in nature that align with expectations for design in the community. Our team will document participant feedback and prepare a memorandum summarizing community aspirations and expectations for design. Feedback collected will be directly related to the preparation of the objective design standards and update to the design guidelines.

Task 5.2: Newsletter #2 – Community Design

The Mintier Harnish Team will prepare a newsletter that summarizes the process of updating the City's existing design guidelines into formal objective design and development standards. This newsletter will provide a basis for the necessity of having such objective design standards in place and the connection between the Community Design Element in the 2040 General Plan and the design process.

Task 5.3: Prepare Draft Objective Design Standards Outline

The Mintier Harnish Team will prepare a draft outline of the Objective Design Standards document, indicating its contents and level of detail, for City staff review and approval. We will include example graphics with the draft outline.

Task 5.4: Administrative Draft Objective Design Standards

Following City staff approval of a document outline, the Mintier Harnish Team will prepare the Administrative Draft Objective Design Standards for City staff review. This initial draft will include text, tables, and illustrative imagery to support each section of the Objective Design Standards. After City staff review is complete and a consolidated document of City staff comments is provided, we will meet with City staff to discuss comments and receive direction.

Task 5.5: Preliminary Draft Objective Design Standards

After receiving direction from City staff on the Administrative Draft Objective Design Standards, the Mintier Harnish Team will prepare the Preliminary Draft Objective Standards. This draft

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will address comments received from City staff on the Administrative Draft, as well as City-approved comments from stakeholders. It is anticipated that preparation of the Preliminary Draft Objective Design Standards will involve several meetings or working sessions with City staff to clarify comments, address issues, and provide final direction on content. For this task, we have assumed that comments received on the previous draft do not significantly change the document's content and format, and that revisions are not required to be annotated throughout the document. After City staff review is complete and a consolidated document of City staff comments is provided, we will meet with City staff to discuss comments and receive direction.

Task 5.6: TAG Meeting #6 (virtual meeting)

Prior to preparing the Public Review Draft Objective Design Standards and meeting with the Development Code Steering Committee and Planning Commission, the Mintier Harnish Team will focus on key design implementation changes citywide as they relate specifically to multi-family residential, mixed-use, and compact single-family residential uses. Following TAG Meeting #6, we will meet with the Development Code Steering Committee.

Task 5.7: Steering Committee Meeting #6 (virtual meeting)

Prior to preparing the Public Review Draft Objective Design Standards and initial review by the Planning Commission, the Mintier Harnish Team will facilitate a sixth virtual meeting with the Development Code Steering Committee. This Meeting will focus on key design implementation changes citywide as they relate specifically to multi-family residential, mixed-use, and compact single-family residential uses. Following Meeting #6, we will meet with the Planning Commission in Workshop #5.

Task 5.8: Planning Commission Workshop #5

Prior to preparing the Public Review Draft Objective Standards, the Mintier Harnish Team will facilitate Workshop #5 with the Planning Commission. This Workshop will focus on key design implementation changes citywide as they relate specifically to multi-family residential, mixed-use, and compact single-

family residential uses. Following Workshop #5, we will prepare the Public Review Draft Objective Design Standards.

Task 5.9: Public Review Draft Objective Design Standards

After receiving direction from City staff on the Preliminary Draft Objective Design Standards, the Mintier Harnish Team will prepare the Public Review Draft Objective Design Standards. This draft will address comments received from City staff on the Preliminary Draft. Preparation of the Public Review Draft will be coordinated with release of the Development Code Update.

Deliverables:

- Community Meeting #2 materials (number of digital and hardcopies, boards, graphics, exercises to be determined)
- Summary of Community Meeting #2 (one digital version in both Microsoft Word and Adobe PDF)
- Newsletter #2 (one digital version in PDF, 100 hard copies)
- Draft Objective Design Standards Outline (one digital version in both Microsoft Word and Adobe PDF)
- Administrative Draft Objective Design Standards (one digital version in both Microsoft Word and Adobe PDF)
- Preliminary Draft Objective Design Standards (one digital version in both Microsoft Word and Adobe PDF)
- Public Review Objective Design Standards Outline (one digital version in both Microsoft Word and Adobe PDF)

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Phase 6: Public Review Draft Development Code and Objective Design Standards

Task 6.1: Planning Commission Workshop #6

The Mintier Harnish Team will assist City staff in presenting the Public Review Draft Development Code and Objective Design Standards to the Planning Commission in a workshop format.

Task 6.2: Revised Public Review Draft Development Code

The Mintier Harnish Team will revise, if required, and prepare the Revised Public Review Development Code and Objective Design Standards.

Deliverables:

- Planning Commission Workshop Materials (one digital version in both Microsoft PowerPoint and Adobe PDF)
- Revised Public Review Development Code and Objective Standards (one digital version in both Microsoft Word and Adobe PDF)

Phase 7: Environmental Review

Based on a review of the City's Existing Zoning Code Subdivision Ordinance and the likely changes anticipated for the Development Code Update, the Mintier Harnish Team anticipates that the City may be able to prepare an Addendum to the General Plan EIR for the proposed Development Code Update. An addendum to the General Plan EIR would likely be a more streamlined and more defensible CEQA compliance option. We have provided a scope and fee for both a General Plan EIR addendum, as well as an IS/MND as an optional task in the event that an addendum to the General Plan EIR is not feasible. We will work with the City to finalize the CEQA approach once the Development Code Update has been defined to a level that the preliminary CEQA analysis process can be initiated. The Mintier Harnish Team assumes the CEQA technical studies will not be required, based on the likely amendments to the Development Code. In the event that technical studies

are required, technical study support can be provided under a separate scope and fee.

Task 7.1: Project Description

Once the Development Code Update is completed to a level that CEQA can be initiated, MNS will prepare the Project Description, outlining the proposed changes to the Zoning Code and Subdivision Ordinance. This section will be the basis for the analysis in the CEQA document. Consistent with Section 15152 of the CEQA Guidelines, the project description will include:

- A description of the project location and boundaries, including the regional location of the City
- A statement of project objectives
- A description of the technical, economic, and environmental characteristics of the Zoning Code Update

The project description will be the basis for the Initial Study or EIR Addendum analysis. Once complete, MNS will submit the Project Description for review and comment by the City. After receiving comments and making the appropriate changes, we will submit a final revised version of the project description, which will be the basis for the project's environmental analysis.

Deliverables:

- Draft Project Description in electronic format
- Final Project Description in electronic format

Task 7.2: CEQA Compliance Documentation – General Plan EIR Addendum

The Mintier Harnish Team will prepare an Administrative Draft General Plan EIR Addendum for review by City staff. The EIR Addendum will analyze the impacts associated with the proposed Development Code Update compared to the project analyzed in the General Plan EIR.

We do not propose the preparation of any additional technical studies to support the General Plan EIR Addendum, as the Development Code Update is not anticipated to meaningfully change the buildout of the City compared to the buildout analyzed in the General Plan EIR. Each response will include a conclusion

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regarding the significance of the project's impact, which may be determined to be potentially significant, potentially significant unless mitigated, less than significant, or no impact.

Once reviewed by City Staff, the Mintier Harnish Team will review the City's comments and revise the General Plan EIR Addendum to be finalized for public hearings. If warranted, we will schedule a conference call with City Staff to review any substantive comments and finalize the General Plan EIR Addendum. We will then revise the General Plan EIR Addendum based on comments from City staff and provide a final copy to City staff ahead of project hearings.

Deliverables:

- Draft EIR Addendum in electronic format
- Final EIR Addendum in electronic format

Optional Task: Initial Study/Mitigated Negative Declaration

In the event that an Addendum to the General Plan EIR is not feasible, MNS can prepare an IS/MND to support the proposed project.

Draft IS/MND Preparation

The Mintier Harnish Team will prepare an Administrative Draft IS/MND for review by the City using the current Project Description. The IS/MND will address the latest CEQA Appendix G Checklist, including the following impact areas:

Deliverables:

- Initial Draft Finding of Consistency (two hard copies and one digital version in both Microsoft Word and Adobe PDF)
- Final Finding of Consistency (two hard copies and one digital version in both Microsoft Word and Adobe PDF)

Phase 8: Adoption of the Final Development Code and Objective Design Standards

Task 8.1: Planning Commission Public Hearings

The Mintier Harnish Team will attend and assist City staff with facilitating two Planning Commission public hearings to consider recommending the City Council confirm the CEQA determination and adopt the Final Draft Development Code and Objective Design Standards.

Task 8.2: City Council Public Hearings

The Mintier Harnish Team will attend and assist City staff with facilitating two City Council hearings to confirm the CEQA determination and adopt the Final Draft Revised Public Review Development Code and Objective Design Standards.

Task 8.3: Final Document to be Provided to the City

The Mintier Harnish Team will prepare the final document in both PDF and Microsoft Word format. The Mintier Harnish Team will also provide a GIS compatible zoning map.

Deliverables:

- Planning Commission and City Council Hearings Materials (one digital version in both Microsoft PowerPoint and Adobe PDF)
- Final Revised Public Review Development Code and Objective Design Standards (five hard copies, digital version in both Microsoft Word and Adobe PDF)
- Final GIS Zoning Map (digital version, GIS)
- All original and native files (In-Design, Photoshop, Illustrator, Trimble SketchUp, AutoCAD)

Project Management

The Mintier Harnish Team will facilitate bi-weekly Project Management Zoom meetings or calls with the City's Project Manager. Following each call, we will provide summary notes to ensure everyone on the team is in agreement on the direction and expectations as the Update moves forward. We will also provide City staff with long-term and short-term project schedules to keep the project on track.

Project Schedule

The Mintier Harnish Team anticipates completing the proposed Scope of Work including all engagement within the specified adoption date in the Request for Proposals of Summer 2026 (September 2026). To meet this proposed completion date, our team is proposing consolidating engagement into meeting sets, one to make efficient use of our time in the city, and secondly limit back and forth travel which tends to add additional costs. Below is a proposed consolidation of meetings to fit within the shown schedule:

Outline for Community Engagement Meeting Sets:

- Kick-off Meeting
- Meeting Set 1
 - Technical Advisory Group Meeting #1
 - Steering Committee Meeting #1
 - Modernizing the Zoning Code Seminar
 - Community Meeting #1
- City Council and Planning Commission Joint Workshop
- Meeting Set 2
 - Planning Commission Workshop #1
 - Planning Commission Workshop #2
 - Community Meeting #2
 - Planning Commission Workshop #3
 - Planning Commission Workshop #4
 - Planning Commission Workshop #5
 - Community Meeting #3
 - Planning Commission Workshop #6
 - Planning Commission Hearing #1
 - Planning Commission Hearing #2
 - City Council Hearing #1
 - City Council Hearing #2

Attachment 1 to Exhibit "A"

Project Schedule: January 2025 to September 2026

	2025												2026								
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Project Initiation																					
Evaluation																					
Understanding and Engagement																					
Draft Cathedral City Development Code																					
Citywide Objective Design Standards																					
Public Review Draft Development Code and Objective Design Standards																					
Environmental Review																					
Adoption of the Final Development Code and Objective Design Standards																					

Critical or Key Issues

The Mintier Harnish team has led and/or participated in over two dozen zoning code, development code, and objective design standards projects. These processes are very technical by nature and have the potential to be very complex. We have found a firm commitment to communication and schedule flexibility is vital to a successful adoption which meets the expectations of not only the community, but also the City's elected and appointed officials. We recognize the importance of having a grassroots community-driven effort that Cathedral City is fostering, but increased engagement does come with its challenges. As the City may have experienced in the 2040 General Plan Update, community engagement requires proper lead times for noticing and scheduling which often can affect the overall project schedule. We have found that including additional review bodies and advisory groups can complicate the schedule and process, and many times slows down efforts. We do recognize the importance of the feedback collected by these groups and have successfully implemented similar engagement strategies as outlined in the Scope of Work and as requested by the City. To have as smooth of a process as possible, we recommend regularly bi-weekly or weekly check-in calls on the schedule and deliverables to ensure that the project fits within the overall projected timeline.



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Invoice Date	Invoice Num
Sep 18, 2024	ACGPU-16
Billing From	Billing To
Aug 01, 2024	Aug 31, 2024
Page 2 of 2	

SUMMARY

PHASE: 04 - VISIONING AND GUIDING PRINCIPLES	\$4,928.75
PROJECT MANAGEMENT	\$2,161.00
TOTAL DIRECT EXPENSES	\$907.26
<u>TOTAL AMOUNT DUE THIS INVOICE</u>	<u>\$7,997.01</u>
TOTAL AMOUNT DUE	<u>\$7,997.01</u>

MONTHLY PROGRESS REPORT
August 1 through August 31, 2024
Invoice #AcGPU-16

ANY CITY GRANDE GENERAL PLAN UPDATE

PHASES/TASKS	Total Budget	Previous Invoices	This Invoice	Total Invoiced	Remaining Budget	% Complete
PHASE 1: PROJECT INITIATION	\$36,908.00	\$27,778.75	\$0.00	\$27,778.75	\$9,129.25	75%
PHASE 2: PUBLIC OUTREACH STRATEGY	\$49,580.00	\$26,336.25	\$0.00	\$26,336.25	\$23,243.75	53%
PHASE 3: GATHER AND ANALYZE DATA	\$84,172.00	\$77,583.00	\$0.00	\$77,583.00	\$6,589.00	92%
PHASE 4: VISIONING AND GUIDING PRINCIPLES	\$34,180.00	\$28,768.75	\$4,928.75	\$33,697.50	\$482.50	99%
PHASE 5: ALTERNATIVE CHOICES	\$114,206.00	\$1,610.00	\$0.00	\$1,610.00	\$112,596.00	1%
PHASE 6: GENERAL PLAN	\$251,175.00	\$14,940.25	\$0.00	\$14,940.25	\$236,234.75	6%
PHASE 7: PROGRAM ENVIRONMENTAL IMPACT REPORT (PEIR)	\$220,632.00	\$0.00	\$0.00	\$0.00	\$220,632.00	0%
PHASE 8: PUBLIC REVIEW AND ADOPTIONS	\$36,236.00	\$0.00	\$0.00	\$0.00	\$36,236.00	0%
PHASE 9: COMPREHENSIVE DEVELOPMENT CODE UPDATE	\$205,280.00	\$0.00	\$0.00	\$0.00	\$205,280.00	0%
PHASE 10: ECONOMIC DEVELOPMENT TASKS	\$41,640.00	\$0.00	\$0.00	\$0.00	\$41,640.00	0%
PHASE 11: CLIMATE ACTION PLAN UPDATE	\$136,934.00	\$7,427.75	\$0.00	\$7,427.75	\$129,506.25	5%
PROJECT MANAGEMENT	\$79,948.00	\$29,282.50	\$2,161.00	\$31,443.50	\$48,504.50	39%
EXPENSES	\$35,914.00	\$11,359.04	\$907.26	\$12,266.30	\$23,647.70	34%
PROJECT TOTAL	\$1,326,805.00	\$225,086.29	\$7,997.01	\$233,083.30	\$1,093,721.70	18%
PROJECT TOTAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!

Note: See attached project summary for details on work performed and outstanding issues.

Mintier Harnish

ANY CITY GENERAL PLAN UPDATE

Monthly Project Summary
Invoice #ACGPU-16
August 1 through August 31, 2024

Phase 1: Project initiation

- Work Completed:**
- None this period.
- Deliverables:**
- None this period.

Phase 2: Public Outreach Strategy

- Work Completed:**
- None this period.
- Deliverables:**
- None this period.

Phase 3: Gather and Analyze Data

This phase is complete.

Phase 4: Visioning and Guiding Principles

- Work Completed:**
- Coordinated with City staff to review Planning Commission recommendations on the draft vision statement and guiding principles. (MH)
 - Prepared and submitted the revised vision and guiding principles based on City staff and Planning Commission feedback. (MH)
 - Prepared PowerPoint presentation and materials for August 13, City Council meeting. (MH)
 - Traveled to and from Any City to facilitate City Council meeting on vision and guiding principles adoption. (MH)
 - Presented the draft vision and guiding principles to City Council meeting on August 13, 2024, at an in-person meeting in the Council Chambers. (MH)
 - Formatted the adopted vision and guiding principles and finalized the document for posting. (MH)
 - Spanish translation services and formatting. (MH)
 - Prepared and sent an e-blast announcing the adopted vision and guiding principles. (MH)
 - Update the website to remove the community survey and add the new vision and guiding principles. (MH)
 - Exported survey results for internal review. (MH)

Attachment 1 to Exhibit "A"***Deliverables:***

- Presentation materials for the City Council meeting on August 13, 2024.
- Revised community survey report summarizing public feedback on the vision statement.
- Formatted document of the adopted vision and guiding principles in English and Spanish.
- Website updates reflecting the removal of the survey and addition of the new vision and principles.
- E-blast announcements informing the public about the adoption of the vision and guiding principles.
- Flyer for public outreach on the final vision and guiding principles.
- Updated project schedule showing the transition to the Alternatives phase.

Phase 5: Alternative Choices***Work Completed:***

- None this period.

Deliverables:

- None this period.

Phase 6: General Plan***Work Completed:***

- None this period.

Deliverables:

- None this period.

Phase 7: Program Environmental Impact Report (PEIR)

- *Phase not started*

Phase 8: Public Review and Adoptions

- *Phase not started*

Phase 9: Comprehensive Development Code Update

- *Phase not started*

Phase 10: Economic Development Tasks

- *Phase not started*

Phase 11: Climate Action Plan Update***Work Completed:***

- None this period.

Deliverables:

- None this period.

Attachment 1 to Exhibit "A"**Project Management**

- Invoicing and budget review. (MH)
- Updated email subscription list in Constant Contact. (MH)
- Internal coordination on transition of project manager. (MH)

Expenses

- None this period.

Project Issues/Concerns

- **Project Start to May 2023.** None.
- **June 2023.** None.
- **July 2023.** None.
- **August 2023.** None.
- **September 2023.** None.
- **October 2023.** None.
- **November 2023.** None.
- **December 2023.** None.
- **January 2024.** None.
- **February 2024.** None.
- **March 2024.** None.
- **April 2024.** None.
- **May 2024.** None.
- **June 2024.** None.
- **July 2024.** None.
- **August 2024.** None.

Next Steps**Projected work plan for September - October 2024**

- Initiate Phase 5 (Alternatives) and schedule a working session with City staff to review phase schedule, deliverables, and budget.

SECTION D:

LOCAL PREFERENCE

Mintier Harnish is requesting Local Preference. One of our teaming partners, MNS Engineering, Inc. has a current business license with the City of Cathedral City (Business License # BLIC-000431-2024), a copy of which is included below.

**CITY OF CATHEDRAL CITY**

68700 Avenida Lalo Guerrero
(760) 770-0353
BusinessLicenseStaff@CathedralCity.Gov

BUSINESS LICENSE

This business is required to obtain a permit to maintain store use, or handle materials, or to install equipment as described below:

Business Name: MNS Engineers, Inc.

Business Location: 201 N Calle Cesar Chavez Suite 300
Santa Barbara, CA 93103

Owner: Darren Riegler

License Number: BLIC-000431-2024

Issued Date: 6/5/2024

Expiration Date: 6/5/2025

Mailing Address: 201 N Calle Cesar Chavez Suite 300
Santa Barbara, CA 93103

License Type: BLIC: Out of Town

Classification: Professional/Scientific/Technical Services

Fees Paid: \$114.25

License Collector

This business is licensed subject to the provisions of the City of Cathedral City Municipal Code. Issuance hereof does not entitle the owner to operate or maintain a business in violation of any other law or ordinance. The license does not constitute endorsement of any organization or merchandise or services of any character.

TO BE POSTED IN A CONSPICUOUS PLACE

SECTION E: FORMS

As requested in the Request for Proposals, Mintier Harnish has completed the following forms, which can be found in the following appendices:

- Completed Signature authorization and Addenda Acknowledgment (see Appendix A)
- Our request for Local Preference (see Section D)
- A copy of a valid business license from a jurisdiction in the Coachella Valley (see Section D).
- Completed Attachment B regarding Executive Order N-6-22 Certification (See Appendix B).

SECTION F: COST

The Mintier Harnish Team cost proposal has a not to exceed amount of \$479,720.00. This total amount is inclusive of the City-allowed budget in addition to the additional City-allocated budget of \$120,000.00 for targeted housing incentives. Our team anticipates portions of the Scope of Work outlined in Section C to be combined with the additional housing allocated funding. Work could include, but is not limited to, the objective design standards, affordable housing provisions, and rezones and zoning implementation from the 2021-2029 Housing Element.

Attachment 1 to Exhibit "A"

Phases, Tasks	CATHEDRAL CITY DEVELOPMENT CODE	MINTIER HARNISH							
		HARNISH Project Advisor	B. GIBBONS, AICP Project Manager	M. GIBBONS Assistant Project Manager	WOOSLEY Planner	DANIELS Asst. Planner	Support/Administrative	Subtotal Hours	Subtotal Costs
Phase 1	Project Initiation								
Task 1.1	Kick-Off and Scoping Meeting		8	8	6			22	\$4,650
Task 1.2	City and Neighborhood Tour		4	4	4			12	\$2,500
Subtotal		0	12	12	10	0	0	34	\$7,150
Phase 2	Evaluation								
Task 2.1	Diagnostic Document Review		2	4		8		14	\$2,520
Task 2.2	Development Code Diagnosis Report			4	14	24		44	\$7,370
Task 2.3	TAG Meeting #1 (in-person meeting)		2	2				4	\$900
Task 2.4	Steering Committee Meeting #1 (in-person meeting)		2	2				4	\$900
Task 2.5	Draft Zoning Code Format and Outline		2	6	8			16	\$3,140
Task 2.6	Summary Matrix of Zoning Code Changes		2	8	8	8		26	\$4,760
Task 2.7	Newsletter #1 – Development Code Overview		2	4	4	8		18	\$3,220
Subtotal		0	14	30	34	48	0	126	\$22,810
Phase 3	Understanding and Engagement								
Task 3.1	Public Outreach Strategy		2	4				6	\$1,320
Task 3.2	Modernizing the Development Code Seminar		20					20	\$4,800
Task 3.3	Stakeholder Interviews		8	8	16			32	\$6,400
Task 3.4	Community Meeting #1 – What is Zoning and How You Make a Difference		12	20	26	8		66	\$12,830
Task 3.5	Citywide Survey and Digital Mapping Exercise		2	6	20			28	\$5,240
Task 3.6	City Council/Planning Commission Joint Workshop		12	12	4			28	\$6,100
Subtotal		0	56	50	66	8	0	180	\$36,690
Phase 4	Draft Cathedral City Development Code								
Task 4.1	Zoning District Provisions	2	20	80	40	18		160	\$31,860
Task 4.2	TAG Meeting #2 (virtual meeting)		2	2				4	\$900
Task 4.3	Steering Committee Meeting #2 (virtual meeting)		2	2				4	\$900
Task 4.4	Planning Commission Workshop #1		12	12	2			26	\$5,750
Task 4.5	General Site Planning and Specific Use Standards	4	20	50	24	16		114	\$23,020
Task 4.6	TAG Meeting #3 (virtual meeting)		2	2				4	\$900
Task 4.7	Steering Committee Meeting #3 (virtual meeting)		2	2				4	\$900
Task 4.8	Planning Commission Workshop #2		12	12	2			26	\$5,750
Task 4.9	Administrative Provisions	4	4	8				16	\$3,760
Task 4.10	TAG Meeting #4 (virtual meeting)			2				2	\$420
Task 4.11	Steering Committee Meeting #4 (virtual meeting)			2				2	\$420
Task 4.12	Planning Commission Workshop #3		12	12	2			26	\$5,750
Task 4.13	Subdivision Ordinance	4	6	8				18	\$4,240
Task 4.14	TAG Meeting #5 (virtual meeting)		2					2	\$480
Task 4.15	Steering Committee Meeting #5 (virtual meeting)		2					2	\$480
Task 4.16	Planning Commission Workshop #4		12	12	2			26	\$5,750
Task 4.17	Public Review Draft Zoning Code		2	6	10	10		28	\$4,990
Task 4.18	Newsletter #3 – Public Review Draft Development Code		2	4	4	8		18	\$3,220
Task 4.19	Community Meeting #3 – Where the Rubber Meets the Road		12	20	30	8		70	\$13,530
Task 4.20	Draft Zoning Map		2	8	4	30		44	\$7,360
Subtotal		14	128	244	120	90	0	596	\$120,380
Phase 5	Citywide Objective Standards								
Task 5.1	Community Meeting #2 – Design Expectations Walking Tours		20	30	36			86	\$17,400
Task 5.2	Newsletter #2 – Community Design		2	4	4	8		18	\$3,220
Task 5.3	Prepare Draft Objective Standards Outline		2	4	6			12	\$2,370
Task 5.4	Administrative Draft Objective Standards	8	16	40	60			124	\$24,980
Task 5.5	Preliminary Draft Objective Standards		8	12	24	12		56	\$10,440
Task 5.6	TAG Meeting #6 (virtual meeting)		2	2				4	\$900
Task 5.7	Steering Committee Meeting #6 (virtual meeting)		2	2				4	\$900
Task 5.8	Planning Commission Workshop #5		12	12	4			28	\$6,100
Task 5.9	Public Review Draft Objective Standards		2	6	20	20		48	\$8,240
Subtotal		8	66	112	154	40	0	380	\$74,550
Phase 6	Public Review Draft Development Code and Objective Standards								
Task 6.1	Planning Commission Workshop #6		12	12	4			28	\$6,100
Task 6.2	Revised Public Review Draft Development Code		2	4	6			12	\$2,370
Subtotal		0	14	16	10	0	0	40	\$8,470
Phase 7	Environmental Review								
Task 7.1	Project Description Preparation	2	4	4				10	\$2,360
Task 7.2	CEQA Documentation	2	4	4				10	\$2,360
Subtotal		4	8	8	0	0	0	20	\$4,720
Phase 8	Adoption of the Final Zoning Code								
Task 8.1	Planning Commission Public Hearings		22		4			26	\$5,980
Task 8.2	City Council Public Hearings		22		4			26	\$5,980
Task 8.3	Final Documents to be Provided to the City		4	8				12	\$2,640
Subtotal		0	48	8	8	0	0	64	\$14,600
PM	Project Management								
	Project Management		60	38			80	178	\$33,580
Subtotal		0	60	38	0	0	80	178	\$33,580
TOTAL									
Total Hours		26	406	518	402	186	80	1,618	-
2024 Billing Rates		\$280	\$240	\$210	\$175	\$150	\$140	-	-
Labor Subtotals		\$7,280	\$97,440	\$108,780	\$70,350	\$27,900	\$11,200	-	\$322,950
Direct Expenses (e.g., printing, travel)									\$22,000
TOTAL COST									\$344,950

1) This represents a total not to exceed cost based on the provided scope of work.

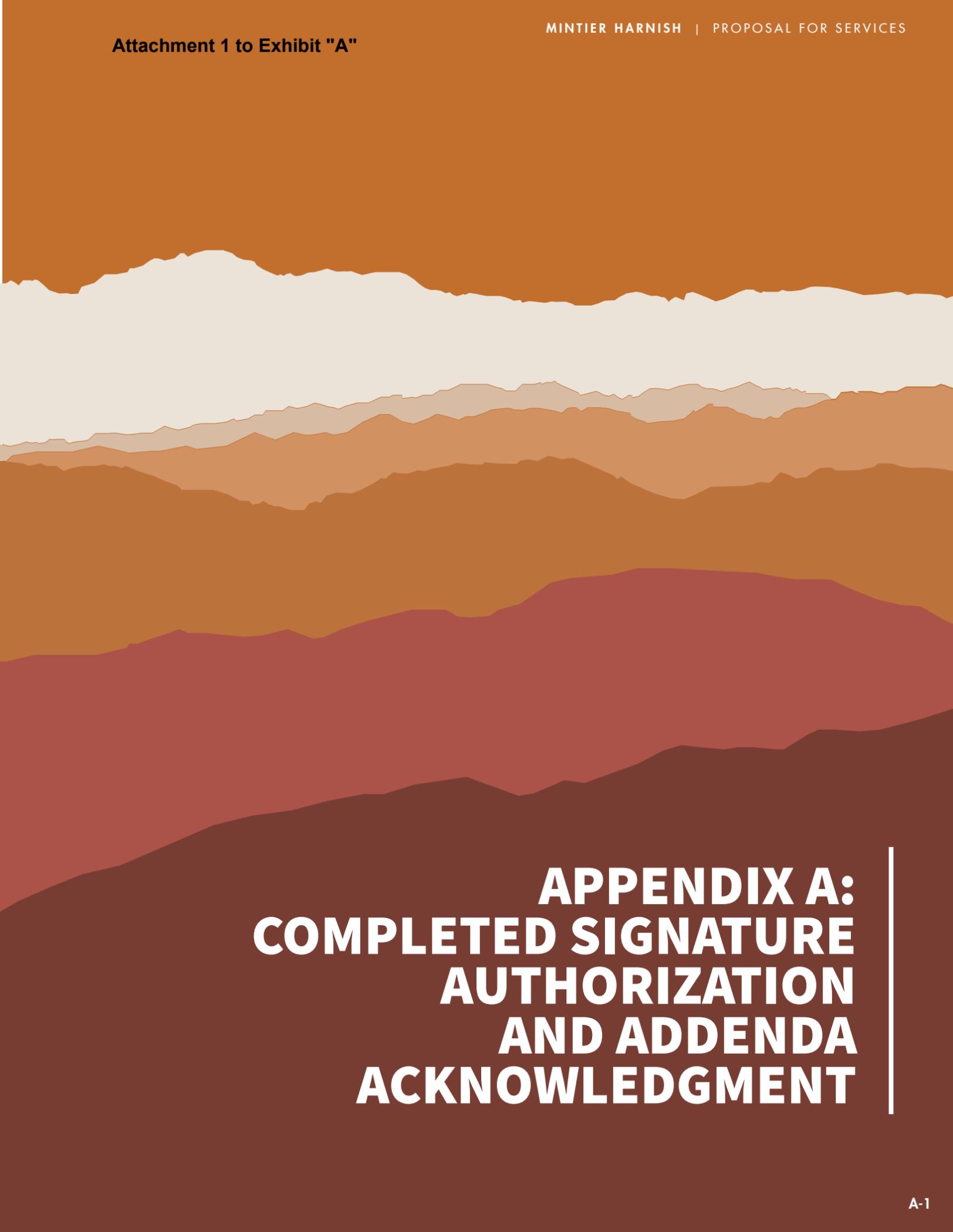
2) The distribution of hours between firms, staff categories, and tasks are an estimate.

While the total costs will not change, the distribution of hours/costs may vary depending on actual execution.

3) Labor rates are subject to change every January 1st, although this change will not change the total budget.

Attachment 1 to Exhibit "A"

Phases, Tasks	MILLER PLANNING ASSOCIATES			MNS ENGINEERING							URBANGREEN			TOTAL COSTS
	MILLER, AICP Principal Planner	Subtotal Hours	Subtotal Costs	Sr. Project Manager	Senior Planner	Associate Planner	Assistant Planner	GIS Tech	Subtotal Hours	Subtotal Costs	HEID Principal	SUBTOTAL HOURS	SUBTOTAL COSTS	
Phase 1														
Task 1.1	6	6	\$1,320	4					4	\$1,040		0	\$0	\$7,010
Task 1.2	4	4	\$880						0	\$0		0	\$0	\$3,380
Subtotal	10	10	\$2,200	4	0	0	0	0	4	\$1,040	0	0	\$0	\$10,390
Phase 2														
Task 2.1		0	\$0						0	\$0		0	\$0	\$2,520
Task 2.2		0	\$0						0	\$0		0	\$0	\$7,370
Task 2.3	2	2	\$440						0	\$0		0	\$0	\$1,340
Task 2.4	2	2	\$440						0	\$0		0	\$0	\$1,340
Task 2.5		0	\$0						0	\$0		0	\$0	\$3,140
Task 2.6		0	\$0						0	\$0		0	\$0	\$4,760
Task 2.7		0	\$0						0	\$0		0	\$0	\$3,220
Subtotal	4	4	\$880	0	0	0	0	0	0	\$0	0	0	\$0	\$23,690
Phase 3														
Task 3.1		0	\$0						0	\$0		0	\$0	\$1,320
Task 3.2	24	24	\$5,280						0	\$0		0	\$0	\$10,080
Task 3.3		0	\$0						0	\$0		0	\$0	\$6,400
Task 3.4	12	12	\$2,640						0	\$0		0	\$0	\$15,470
Task 3.5		0	\$0						0	\$0		0	\$0	\$5,240
Task 3.6		0	\$0						0	\$0		0	\$0	\$6,100
Subtotal	36	36	\$7,920	0	0	0	0	0	0	\$0	0	0	\$0	\$44,610
Phase 4														
Task 4.1	16	16	\$3,520						0	\$0		0	\$0	\$35,380
Task 4.2		0	\$0						0	\$0		0	\$0	\$900
Task 4.3		0	\$0						0	\$0		0	\$0	\$900
Task 4.4		0	\$0						0	\$0		0	\$0	\$5,750
Task 4.5	68	68	\$14,960						0	\$0		0	\$0	\$37,980
Task 4.6		0	\$0						0	\$0		0	\$0	\$900
Task 4.7		0	\$0						0	\$0		0	\$0	\$900
Task 4.8		0	\$0						0	\$0		0	\$0	\$5,750
Task 4.9	80	80	\$17,600						0	\$0		0	\$0	\$21,360
Task 4.10	2	2	\$440						0	\$0		0	\$0	\$860
Task 4.11	2	2	\$440						0	\$0		0	\$0	\$860
Task 4.12	12	12	\$2,640						0	\$0		0	\$0	\$8,390
Task 4.13	60	60	\$13,200						0	\$0		0	\$0	\$17,440
Task 4.14	2	2	\$440						0	\$0		0	\$0	\$920
Task 4.15	2	2	\$440						0	\$0		0	\$0	\$920
Task 4.16	12	12	\$2,640						0	\$0		0	\$0	\$8,390
Task 4.17	16	16	\$3,520						0	\$0		0	\$0	\$8,510
Task 4.18		0	\$0						0	\$0		0	\$0	\$3,220
Task 4.19	14	14	\$3,080						0	\$0		0	\$0	\$16,610
Task 4.20		0	\$0						0	\$0		0	\$0	\$7,360
Subtotal	286	286	\$62,920	0	0	0	0	0	0	\$0	0	0	\$0	\$183,300
Phase 5														
Task 5.1		0	\$0						0	\$0	36	36	\$7,200	\$24,600
Task 5.2		0	\$0						0	\$0		0	\$0	\$3,220
Task 5.3		0	\$0						0	\$0	4	4	\$800	\$3,170
Task 5.4		0	\$0						0	\$0	20	20	\$4,000	\$28,980
Task 5.5		0	\$0						0	\$0		0	\$0	\$10,440
Task 5.6		0	\$0						0	\$0		0	\$0	\$900
Task 5.7		0	\$0						0	\$0		0	\$0	\$900
Task 5.8		0	\$0						0	\$0		0	\$0	\$6,100
Task 5.9		0	\$0						0	\$0		0	\$0	\$8,240
Subtotal	0	0	\$0	0	0	0	0	0	0	\$0	60	60	\$12,000	\$86,550
Phase 6														
Task 6.1		0	\$0						0	\$0		0	\$0	\$6,100
Task 6.2		0	\$0						0	\$0		0	\$0	\$2,370
Subtotal	0	0	\$0	0	0	0	0	0	0	\$0	0	0	\$0	\$8,470
Phase 7														
Task 7.1		0	\$0	4	8				6	\$3,190		0	\$0	\$5,550
Task 7.2		0	\$0	26	30	34	24	22	136	\$22,980		0	\$0	\$25,340
Subtotal	0	0	\$0	30	38	34	24	28	154	\$26,170	0	0	\$0	\$30,890
Phase 8														
Task 8.1	12	12	\$2,640	6					6	\$1,560		0	\$0	\$10,180
Task 8.2	12	12	\$2,640						0	\$0		0	\$0	\$8,620
Task 8.3		0	\$0						0	\$0		0	\$0	\$2,640
Subtotal	24	24	\$5,280	6	0	0	0	0	6	\$1,560	0	0	\$0	\$21,440
PM														
	22	22	\$4,840	16					16	\$4,160		0	\$0	\$42,580
Subtotal	22	22	\$4,840	16	0	0	0	0	16	\$4,160	0	0	\$0	\$42,580
TOTAL														
Total Hours	382	382	-	56	38	34	24	28	180	-	60	60	-	-
2024 Billing Rate	\$220	-	-	\$260	\$175	\$150	\$130	\$125	-	-	\$200	-	-	-
Labor Subtotals	\$84,040	-	\$84,040	\$14,560	\$6,650	\$5,100	\$3,120	\$3,500	-	\$32,930	\$12,000	-	\$12,000	\$451,920
Direct Expenses			\$3,000							\$800			\$2,000	\$27,800
TOTAL COST			\$87,040							\$33,730			\$14,000	\$479,720



**APPENDIX A:
COMPLETED SIGNATURE
AUTHORIZATION
AND ADDENDA
ACKNOWLEDGMENT**

ATTACHMENT "A"
SIGNATURE AUTHORIZATION
REQUESTS FOR PROPOSALS RFP-ZCU2024
ZONING CODE UPDATE

THIS FORM MUST BE COMPLETED AND SUBMITTED WITH YOUR TECHNICAL/WORK PROPOSAL (Electronic File #1)

NAME OF COMPANY(PROPOSER): Mintier Harnish LP
BUSINESS ADDRESS: 1415 20th Street, Sacramento, CA 95811

TELEPHONE: 916-446-0522 CELL PHONE _____
FAX 916-446-7520 CONTACT PERSON Jim Harnish EMAIL _____
ADDRESS Jim@mintierharnish.com

- A. **I hereby certify that I have the authority** to submit this Proposal to the City of Cathedral City for the above listed individual or company. I certify that I have the authority to **bind** myself/this company in a contract should I be successful in my proposal.

Jim Harnish

PRINTED NAME AND TITLE

10/11/2024

SIGNATURE AND DATE

- B. The following information relates to the legal contractor listed above, whether an individual or a company. Place check marks as appropriate:

1. If successful, the contract language should refer to me/my company as:

☐ An individual;

☒ A partnership, Partners'

names:

Mintier Harnish LP

☐ A company;

☐ A corporation If a corporation, organized in the state of: _____

2. My tax identification number is: _____

Please check below IF your firm qualifies as a Local Business as defined in the RFP:

☒ A Local Business (licensed within the jurisdiction of the Coachella Valley).

Copy of current business license **is required** to be attached to this document.

ADDENDA ACKNOWLEDGMENT:

Acknowledgment of Receipt of any Addenda issued by the City for this RFP is required by including the acknowledgment with your proposal. Failure to acknowledge the Addenda issued may result in your proposal being deemed non-responsive.

In the space provided below, please acknowledge receipt of each Addenda:

Addendum(s) # 0 is/are hereby acknowledged.



APPENDIX B: EXECUTIVE ORDER N-6-22 CERTIFICATION

ATTACHMENT "B"
EXECUTIVE ORDER N-6-22 CERTIFICATION
REQUESTS FOR PROPOSALS RFP-ZCU2024
ZONING CODE UPDATE

Executive Order N-6-22 issued by Governor Gavin Newsom on March 4, 2022, directs all agencies and departments that are subject to the Governor's authority to (a) terminate any contracts with any individuals or entities that are determined to be a target of economic sanctions against Russia and Russian entities and individuals; and (b) refrain from entering into any new contracts with such individuals or entities while the aforementioned sanctions are in effect.

Executive Order N-6-22 also requires that any contractor that: (1) currently has a contract with the City of Cathedral City funded through grant funds provided by the State of California; and/or (2) submits a bid or proposal or otherwise proposes to or enter into or renew a contract with the City of Cathedral City with State of California grant funds, certify that the person is not the target of any economic sanctions against Russia and Russian entities and individuals.

The contractor hereby certifies, SUBJECT TO PENALTY FOR PERJURY, that a) the contractor is not a target of any economic sanctions against Russian and Russian entities and individuals as discussed in Executive Order N-6-22 and b) the person signing below is duly authorized to legally bind the Contractor. This certification is made under the laws of the State of California.

Signature: _____

Printed Name: Jim Harnish

Title: Principal/Owner

Firm Name: Mintier Harnish LP

Date: 10/11/2023

APPENDIX C: DETAILED RESUMES

Appendix C includes the detailed resumes of our Team for the
City of Cathedral City Zoning Code Update.



JIM HARNISH, JD

PRINCIPAL/OWNER

EDUCATION

Juris Doctor
McGeorge School of Law,
University of the Pacific

Bachelor of Arts, History
University of California, Davis

CERTIFICATIONS/ AFFILIATIONS

California State Bar Association
(Bar No. 99326)

American Planning Association

EXPERIENCE

Mintier Harnish
Principal/Owner

City of South San Francisco
Chief Planner

Sugnet & Associates
Vice President

City of Folsom
Community Development Director

City of Sacramento
Environmental Coordinator

Balfrey & Abbott
Attorney

Mintier Harnish & Associates
Partner

Sacramento Area Council of Governments
Planner

County of Sacramento
Planner

PROJECTS

General plans for over 25 cities and
counties throughout California

Environmental impact reports for over
100 general plans and other projects

Zoning and subdivision ordinance
revisions for over 10 cities and counties

jim@mintierharnish.com

Jim Harnish is the Principal/Owner of Mintier Harnish, a Sacramento-based planning consulting firm founded by Jim and Larry Mintier in 1985. Jim has been a planner and project manager since 1970 and an attorney since 1981. Jim has been Planning Director for Galt, Folsom, and South San Francisco, and understands every aspect of city and county planning and zoning. He specializes in project management for general plans, housing elements, specific plans, and special planning studies; CEQA compliance and environmental document peer review; zoning and regulatory ordinance preparation; and public outreach and consensus-building.

Jim is currently the Project Advisor on general plan updates for the cities of American Canyon, Bakersfield, Livingston, Lompoc, Pleasant Hill, Rohnert Park, San Ramon, Solvang, and the counties of Kern, Siskiyou, and Trinity; zoning code updates for the cities of Santa Clara, South Lake Tahoe, Ukiah, and Windsor and the counties of Fresno, Mariposa, Merced, and Sierra; and 6th cycle housing elements for the cities of Lodi, Lompoc, Pleasant Hill, Shasta Lake, Solvang, St. Helena, and Visalia and the counties of Del Norte and Stanislaus.

Jim's broad experience, in both the public and private sector, in land use planning, regulatory codes and ordinances, permit processing, environmental analysis, toxics and hazardous materials, wetlands and endangered species, and legal analysis enables him to bring a wealth of experience to every project. Jim has managed the preparation of or conducted critical third party review of numerous EIRs and negative declarations. As Environmental Coordinator for the City of Sacramento, he led the restructuring of the City's environmental review procedures. He has worked extensively with State and Federal regulatory agencies in creating and negotiating Habitat Conservation Plans, 404 permits, and wetland mitigation plans.

Jim has extensive experience in supervising large planning staffs and managing interdisciplinary consultant teams on complex planning projects. Jim has managed or prepared general plans for the cities of Alturas, American Canyon, Folsom, Galt, Gilroy, Hayward, Healdsburg, Isleton, Livingston, Millbrae, Pleasant Hill, Rohnert Park, Sacramento, San Ramon, Solvang, South San Francisco, Ukiah, Union City, Wheatland, and Windsor, and the counties of Calaveras, Fresno, Kern, Merced, Modoc, San Benito, San Joaquin, Siskiyou, Trinity, and Ventura. He has managed the preparation of specific plans for Southwest Live Oak, the Mountain House New Town in San Joaquin County, and the Gold Rush Ranch in Sutter Creek. He also assisted Genentech with the preparation and approval of its South San Francisco Campus Master Plan and EIR.

Jim has prepared zoning code updates for several jurisdictions, including Kern, Merced, and San Joaquin counties and the cities of Folsom, Gilroy, Santa Clara, Santa Rosa, and South San Francisco. Jim has been principal-in-charge of several regional planning projects in the San Joaquin Valley, including the San Joaquin Valley Blueprint implementation project and Valley Planners Toolkit. He managed the Metro Rural Loop Study for the Fresno Council of Governments and the San Joaquin Valley Greenprint II program. Most recently, he was principal-in-charge for the San Joaquin Valley REAP Housing Production Trends, Impediments, and Best Practices Report.

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BRENT GIBBONS, AICP

PRINCIPAL PLANNER

EDUCATION

Bachelor of Science,
City and Regional Planning
Cal Poly, San Luis Obispo

CERTIFICATIONS/ AFFILIATIONS

American Institute of Certified Planners

American Planning Association,
Sacramento Valley Section

enCode user Certification

EXPERIENCE

Mintier Harnish
Principal Planner, Senior Project
Manager, Project Manager, Associate

City of Turlock
Assistant Planner

Madera County
Planner II

San Mateo County Housing Authority
Housing and Community
Development (HCD) Intern

Hathaway Dinwiddie, Santa Clara
Project Engineer Intern

PROJECTS

General plans for the City of Gilroy,
the Town of Los Gatos, the Town of
Windsor, and the Counties of Fresno,
Sierra County, and Ventura

SB244: Disadvantaged Communities
Report for Merced County

Zoning Ordinance updates for the
Counties of Fresno, Merced, and Sierra,
the Cities of Folsom, Gilroy and Santa
Clara, and the Placer County Sunset Area
Plan Implementing Zoning Regulations

Objective Design and Development
Standards for the Cities of Folsom, Gilroy,
South Lake Tahoe, and Ukiah, the town
of Windsor, and the county of Mariposa
Town of Windsor Housing Element Update

Brent Gibbons, AICP, is a Principal Planner who specializes in comprehensive planning projects including general plans, zoning codes, urban design standards and guidelines, and housing elements, as well as architectural applications, site design, land use planning, public policy, geographic information systems, regulatory code and ordinances, CEQA analysis, and community engagement. Brent has a holistic view of planning having both worked for local municipalities and long-range planning consultants since 2013. Brent's approach to planning is multi-faceted and includes a strong focus on community engagement and interaction in the planning process to ensure all voices are heard. He actively works to foster educational opportunities on all his projects to ensure communities, elected officials, and local staff have a better understanding of planning practice and how it affects them. Brent is currently one of the leading planners in the State on drafting, updating, and managing zoning codes, and is consistently on the forefront of bringing new and innovative ideas to this practice area.

Brent started his professional career as a Planner I with Madera County and was promoted to Planner II after a year, where he managed projects with greater responsibility. His overall experience at Madera County included the intake of permits, zoning ordinance development, presentations to the Planning Commission, formation of community/area plans, and serving as the lead on solar facility and wireless tower projects. Brent also had the opportunity to serve on several committees pertaining to the drought and well water demand, as well as community park planning and design in conjunction with public health agencies. Additionally, Brent worked as an Assistant Planner for the City of Turlock where he conducted project permitting, development of maps, the General Plan Annual Report, project management, and interfacing with a multitude of stakeholders ranging from community members to real estate developers.

Brent holds a Bachelor's Degree in City and Regional Planning from California Polytechnic State University (Cal Poly), San Luis Obispo. While at Cal Poly San Luis Obispo, Brent served as the Associated Students in Planning (ASP) President, and the American Institute of Architecture Students (AIAS) President, where he sat on a national board that provided student connection to the American Institute of Architects (AIA). He represented Cal Poly at two international student architecture conferences in Minneapolis in 2009 and Toronto, Ontario, in 2010. Brent also was part of the project team that took 1st Place in the Bank of America Low Income Housing Challenge in 2012 for the Alere development.

Brent has managed, or is currently managing, planning related projects across California, including general plans for Solvang, Susanville, Lompoc, Los Gatos, Millbrae, Pleasant Hill, and Ukiah, as well as zoning code updates for Selma, Santa Clara, Windsor, and Ukiah. Brent co-teaches a course at University of California at Davis on zoning and development regulations, and how to comprehensively update your zoning code.

brent@mintierharnish.com

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EDUCATION

Bachelor of Science in City and
Regional Planning
Cal Poly, San Luis Obispo

Associate of Science in Mathematics
with a Concentration in Architecture
Cuesta College, San Luis Obispo

California Peace Officer
Standards and Training Certificate
Napa Valley Police Academy, Napa

AFFILIATIONS

American Planning Association,
Sacramento Valley Section

EXPERIENCE

Mintier Harnish
Associate, Planner, Intern

City of Napa
Police Officer

City of Napa
Assistant Planner

PROJECTS

General Plans for the Cities of Arroyo Grande, American Canyon, Bakersfield, Gilroy, Livingston, Lompoc, Los Gatos, Pleasant Hill, Rohnert Park, San Ramon, Solvang, Susanville, Ukiah, Visalia, and the Counties of Kern, Siskiyou, and Trinity

Zoning Ordinances/Codes for the Cities of Arroyo Grande, Folsom, Gilroy, Kerman, Pleasant Hill, Reedley, Santa Ana, Santa Clara, Selma, Stockton, Town of Windsor, Visalia, and the Counties of Calaveras, Madera, Mariposa, Sierra, Siskiyou, and Trinity

Objective Design and Development Standards for the Cities of Gilroy, Santa Clara, Susanville, Reedley, Hayward, Kerman, Ukiah, Town of Windsor, and Counties of El Dorado, and Madera

Additional Projects:
SJV REAP Housing Study and Technical Assistance Team, San Joaquin

MICHAEL GIBBONS

PROJECT MANAGER

Michael Gibbons is a Project Manager at Mintier Harnish specializing in land use planning, regulatory compliance, community outreach, zoning regulations, urban design, and crime prevention through environmental design (CPTED). Michael manages a variety of projects throughout California, including general plans, zoning and development codes, subdivision ordinances, and design standards and guidelines. He has a unique perspective having worked as a planner in both the private and public sector, as well as serving as a police officer. Through this lens, Michael understands the inner workings of local government and the important role that planning has in addressing the ever changing needs of communities. Michael's work is driven by his hands-on experience in all levels of land use planning and a passion for quality design and community engagement.

Prior to working at Mintier Harnish, Michael was an Assistant Planner for the City of Napa. As part of the Planning Division team, Michael facilitated the filing and processing of a range of projects, including multi-family housing, subdivisions, cannabis dispensaries, and historic preservation projects.

During his tenure with the City of Napa, Michael decided to serve the community in a different capacity. Working in the community he served and lived in fueled his desire to transition into law enforcement, where he became a City of Napa Police Officer. Michael received his California POST Peace Officer Certification from the Napa Valley College Criminal Justice Training Center. Using his experience in planning and community engagement, Michael implemented a holistic approach to policing by working alongside community groups and other law enforcement agencies to address the needs of local concern (e.g., homelessness, addiction, mental health). Michael transitioned back into land use planning in 2019.

Michael graduated with honors from California Polytechnic State University (Cal Poly), San Luis Obispo, and holds a Bachelor's Degree in City and Regional Planning. While at Cal Poly, Michael minored in both Real Estate Development and Sustainable Environments, and served two terms as the President of Associated Students in Planning (ASP). Michael also holds an Associate of Science in Mathematics with a concentration in Architecture from Cuesta College in San Luis Obispo.

michael@mintierharnish.com

mintierharnish
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HANNAH WOOLSEY

PLANNER

EDUCATION

Master of City and Regional Planning,
Specialization in Landscape Architecture
and Urban Design
California Polytechnic State
University, San Luis Obispo

Bachelor of Science in Food Science
California Polytechnic State
University, San Luis Obispo

AFFILIATIONS

American Planning Association,
Sacramento Valley Section

Sacramento Valley Young and Emerging
Planners Subcommittee Member

EXPERIENCE

Mintier Harnish
Planner

County of San Luis Obispo
Environmental Planning Intern

Morro Bay National Estuary Program
Environmental Planning Intern

PROJECTS

Merced County Multi-Jurisdictional
Housing Element: Housing Needs
Assessments and SB 244 Analysis

Tulare County Multi-Jurisdictional Housing
Element: Housing Needs Assessments

Siskiyou County General Plan
Update and SB 244 Analysis

Lodi Environmental Justice
Element Update

Trinity County General Plan,
Community Plans, and 7th-cycle
Housing Element Updates

SJV REAP Small-lot Planning Study
for the San Joaquin Valley

Objective Design and Development
Standards for the City of San Ramon

Experience: 3 years, 1 with Mintier Harnish

hannah@mintierharnish.com

Hannah Woolsey is a Planner with Mintier Harnish. Her interests include land use planning, housing policy and planning, urban design, environmental planning, environmental justice, and community outreach. Prior to working for Mintier Harnish, Hannah was an Environmental Planning Intern for both the County of San Luis Obispo as well as the Morro Bay National Estuary Program. During her time as an intern, she worked on the intake of permits and drafting Initial Studies/Mitigated Negative Declarations. She also worked as a research assistant for Dave Amos's YouTube channel "City Beautiful," which produces educational videos on city and regional planning topics.

In her current role as a Planner, Hannah primarily works on general plan updates, housing element updates, environmental justice elements, zoning code updates, objective design standards, SB 244 disadvantaged unincorporated community analyses, and community engagement. She crafts practical goals, policies, and programs for jurisdictions that are responsive to the needs of the community and practical to implement. Most recently, Hannah crafted policies and implementation programs for the Trinity County General Plan Update that focused on strengthening active transportation infrastructure, improving roadway safety, expanding public utilities and facilities, building community resilience, and supporting community health and safety, among other topics.

Hannah is an advocate of building walkable, bikeable, and sustainable communities. She believes in emphasizing a range of housing types to build stronger communities that are more equitable for all Californians.

Hannah holds a Master's degree in City and Regional Planning from California Polytechnic State University, San Luis Obispo where she specialized in Landscape Architecture and Urban Design. While in university, she worked with the cities of Campbell and Desert Hot Springs to draft Downtown Redevelopment Plans. Hannah also received a Bachelor's Degree in Food Science from California Polytechnic State University, San Luis Obispo.



EDUCATION

Bachelor of Science
in City and Regional Planning
California Polytechnic State
University San Luis Obispo

AFFILIATIONS

American Planning Association,
Sacramento Valley Section

EXPERIENCE

Mintier Harnish
Assistant Planner

San Luis Obispo Council of Governments
Programming and Project Delivery Intern

PROJECTS

General Plans for the cities of
Arroyo Grande, Pleasant Hill, San
Ramon, and Siskiyou County

Zoning Ordinances/Codes for the
Cities of Kerman, Gilroy, and Reedley

Lodi Housing Element and Environmental
Justice Element Update

WILLIAM DANIELS

ASSISTANT PLANNER

William Daniels is an Assistant Planner with Mintier Harnish. In his role, William assists with a multitude of tasks including research, report writing, and GIS mapping. William has worked on general plan updates for Arroyo Grande, Siskiyou County, San Ramon, and Pleasant Hill. He has also worked on zoning code updates for the cities of Kerman, Reedley, and Gilroy. William is dedicated to advocating for active transportation as a practical and sustainable choice for daily commuting. He has a passion for land use planning and transportation and has a vision set on creating communities that prioritize safety and walkability.

Prior to joining Mintier Harnish, William was a Program and Project Delivery Intern at the San Luis Obispo Council of Governments. Most notably, he assisted in the drafting of the San Luis Obispo County Regional Transportation Plan and was integral in developing the methodology used to equitably prioritize active transportation projects within the county.

William holds a Bachelor's Degree in City and Regional Planning from California Polytechnic State University, San Luis Obispo. During his academic career, William had the opportunity to gain hands-on planning experience by working with actual jurisdictions. This included helping to design a transit-oriented development for the City of Campbell and updating the King City General Plan. William also studied urban design in Lisbon, which broadened his perspective on urban planning and community development.

william@mintierharnish.com

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Attachment 1 to Exhibit "A"



Emily Elliott, AICP | RESUME PG 1

Emily Elliott, AICP

Principal CEQA Analyst

**Firm**

- MNS Engineers, Inc.

Areas of Expertise

- Land use consulting
- Project entitlement
- Inter-agency coordination
- Housing policy
- Public engagement
- Project/program management

Years of Experience

- 15

Certification

- American Institute of Certified Planners (AICP)

Education

- Master of Urban and Regional Planning, California Polytechnic University, Pomona, CA
- BA, Geography and Natural Resources Management, San Diego State University, CA

Professional Affiliations

- American Planning Association, California Chapter, Inland Empire Section, Director, 2023 - Present
- Association of Environmental Professionals, Inland Empire Chapter, Board Member 2018-2022

Speaking Engagement(s)

- Know your Codes: An Introduction to the PSA and CEQA, American Planning Association Inland Empire Chapter, Riverside California, October 2023
- National Conference of the American Planning Association, San Diego, 2022
- State Conference of the American Planning Association, Anaheim, 2022

As the Community Planning Principal for MNS, Ms. Elliott, AICP, consults for public and private sector clients throughout the state. Emily oversees and prepares community planning and housing plans, and she manages projects and programs to implement agency policies. Emily is a versatile project director effectively administering contracts across various project types. A member of the American Institute of Certified Planners and a leader within the American Planning Association, Emily fosters industry connections and maintains the relevancy of her knowledge and skillset. With over 14 years of practicing in California, Emily's broad background in consulting and municipal service allows her to appreciate the needs and perspectives of agencies, project applicants, and the public, which informs thoughtful and considerate project delivery. Her experience includes:

6th Cycle Housing Element Update, City of Redlands, CA. Project Manager. In addition to managing the project, Emily led the community engagement efforts for the City and presented updates to local decision-makers. Having a full and detailed knowledge of the city, Emily contributed extended analysis of the City's historical development patterns, voter measures, and political landscape, and she worked with City staff to craft customized programs to address their unique challenges. Project management responsibilities included overseeing the project schedule, budget, workflow, and staffing, and engaging regularly with the client to maintain open, clear communication. With a previous firm, Emily successfully achieved certification for the 6th Cycle Housing Element Update with technical advisory support from Veronica Tam and Associates (VTA).

6th Cycle Housing Element Update, City of Lakewood, CA. Project Manager. Responsibilities included overseeing the project schedule, budget, workflow, staffing, and maintaining regular client contact. Emily led the public participation process and presented updates on the Housing Element to local decision-makers. The project team successfully achieved certification of the 6th Cycle update for the City of Lakewood, which experienced nearly a thousand percent increase in its Regional Housing Needs Allocation.

As-Needed Project Management Services, City of Redlands, CA. Project Manager. Emily has served the City of Redlands as an as-needed Project Manager since January 2019. In this role, she is responsible for planning and land use activities affiliated with specific

Attachment 1 to Exhibit "A"



Emily Elliott, AICP | RESUME PG 2

development proponents. The objective of these services is to provide efficient and streamlined processing of land use entitlements and facilitation of inter-agency coordination. In addition to managing individual development projects, Emily managed the administration of the contract and was responsible for involving and managing additional staff as necessary. Auxiliary services included historic architectural reviews and technical specialty support.

6th Cycle Housing Element Update, City of Needles, CA. *Project Manager.* Responsibilities included overseeing the project schedule, budget, workflow, staffing, and maintaining regular client contact. Emily led the public participation process and presented updates on the Housing Element to local decision-makers. The project team successfully achieved certification of the 6th Cycle update for the City of Needles, which presented a unique case of abundant capacity and limited developer interest.

6th Cycle Housing Element Update, City of Hesperia, CA. *Project Manager.* The City of Hesperia had prepared the first draft of its 6th Cycle Housing Element and received preliminary comments from the State Department of Housing and Community Development. Emily's team of planners were tasked with responding to HCD comments and producing a compliant revised draft. The City of Hesperia was found to be in compliance in February 2023.

6th Cycle Housing Element, Environmental Justice Element, and Safety Element, City of Pinole, CA. *Community Engagement Lead.* Emily served as the community engagement lead for the City of Pinole's focused General Plan Update. Responsibilities included creating, populating, and hosting a project website; creating and implementing a community engagement plan to solicit input from residents and stakeholders; development of marketing materials such as post cards, posters, and large format banners; coordination of translation services for live workshops; creation and distribution of a community-wide survey; leading stakeholder focus groups; and coordinating/hosting Zoom webinars.

REAP Funded Housing Element Update Technical Assistance Program, San Bernardino County Transportation Authority, CA. *Program Manager.* The San Bernardino Transportation Authority (SBCTA) managed Regional Early Action Planning (REAP 1.0) funding and projects for San Bernardino County. The intent of the funding was to further local agencies efforts to plan for and permit housing. Emily and her team

provided thousands of hours of staff time to support local agencies with the processing of housing entitlements and technical assistance for Housing Element updates. As a result, the team directly assisted seven jurisdictions with staffing and technical assistance. Additionally, the team produced Accessory Dwelling Unit (ADU) objective design criteria and ADU pre-approved design/engineering plan sets that could be adopted by San Bernardino County agencies. The team also prepared a county-wide assessment of fair housing and produced and circulated the San Bernardino County Analysis of Affirmatively Furthering Fair Housing. Emily managed the contract, coordinated with individual agencies for the type and extent of assistance needed, arranged staff to service each agency, and provided oversight and quality control for the services rendered.

On-Call Planning Services, City of Needles, CA.

Project Manager. Emily oversaw a team of planners that provided remote municipal planning services to the City of Needles. The team ran a virtual planning counter, handled Q&A from the public, processed permits, plan checks, and land use entitlement, and performed peer review of environmental documents prepared by applicant consultants.

On-Call Environmental Planning Services, City of Redlands, CA. *Project Manager.* Emily managed the on-call contract with the City of Redlands where her team would prepare CEQA compliance documents for applicant initiated development projects.

On-Call Planning Services, City of Calimesa, CA.

Project Manager. Emily oversaw a team of planners that provided remote municipal planning services to the City of Calimesa. The City's need was for entitlement processing support for large industrial and residential projects.

On-Call Planning Services, City of Grand Terrace, CA. *Project Manager.*

Emily oversaw a team of planners that provided both in-house and remote municipal planning services to the City of Grand Terrace. The City's need was for in-house planning counter and planning administration activities as well as entitlement processing support for industrial and residential projects.

6th Cycle Housing Element, City of Colton, CA.

Project Manager. The City of Colton had prepared the first draft of its 6th Cycle Housing Element and received preliminary comments from the State Department of Housing and Community Development. Emily's team of planners were tasked with responding to HCD comments and producing a compliant revised draft.

Attachment 1 to Exhibit "A"



Peter Minegar, AICP | RESUME PG 1

Peter Minegar, AICP

CEQA Project Manager

**Firm**

- MNS Engineers, Inc.

Areas of Expertise

- Planning
- Environmental compliance
- Land use consulting
- Public engagement
- Project/program management

Years of Experience

- 11

Certification(s)

- American Institute of Certified Planners, No. 32685

Education

- MS, Environmental Management and Policy, University of Denver, CO
- BS, City and Regional Planning, California State Polytechnic University, San Luis Obispo, CA

Affiliation(s)

- American Planning Association (APA)
- Association of Environmental Professionals (AEP)

Speaking Engagements

- Opening the Golden Door: A Guide for Defensible Mitigation, California Association of Environmental Professionals Annual Conference, Yosemite, California, April 2022
- A Deep Dive into Defensible Mitigation, American Planning Association California State Conference, Anaheim, California, October 2022
- Power to the Program EIR, California Association of Environmental Professionals Annual Conference, Long Beach, California, August 2021

Mr. Minegar oversees and prepares environmental compliance and planning documents for a range of public and private sector clients. He specializes in developing documents in compliance with the California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA). Peter has a broad range of environmental planning experience ranging from project-level analysis of infrastructure improvements to program-level analysis to support large policy projects. He has represented agency staff for a range of highly controversial projects subject to scrutiny by the public, environmental organizations, and public agencies. Peter also serves as an in-house CEQA manager and Principal Planner for several local government agencies throughout California. His experience includes:

6th Cycle Housing Element Update, City of Redlands, CA. QA/QC Lead. Responsible for overall QA/QC review of the City of Redland's General Plan Housing Element Update and Initial Study/Mitigated Negative Declaration (IS/MND). With technical advisory support, prepared the 6th Cycle Housing Element Update for the City of Redlands to comply with the updated Housing Element requirements released by the California Department of Housing and Community Development (HCD). The Housing Element effort involved significant public outreach via surveys, one-on-one interviews, and virtual workshops. The Housing Element also required an extensive sites inventory with potential housing sites located throughout the City.

Riverside County Sixth Cycle Housing Element, Riverside County, CA. Project Manager. This project required extensive public engagement and stakeholder outreach, as well as consistent coordination with the California Department of Housing and Community Development. Responsible for the management of a comprehensive update to the County's General Plan Housing Element, Safety Element, Environmental Justice Policies and preparation of the associated Addendum to the General Plan Environmental Impact Report.

Winchester Community Plan Program EIR, County of Riverside Planning Department, Riverside County, CA. Project Manager. Responsible for the management and preparation of a Program Environmental Impact Report (Program EIR) for the Winchester Community Plan in the unincorporated community of Winchester, located in Southwest Riverside County. The Winchester Community Plan spans more than 50,000 acres of land and proposes a range of policies to incentivize

Attachment 1 to Exhibit "A"



Peter Minegar, AICP | RESUME PG 2

development in the downtown core of the community, and mitigation programs to allow for the development of future transit services in downtown Winchester. This project required an extensive review of impacts to transportation infrastructure, public services, and transit services to the community.

On-Call Planning and Environmental Services, County of Riverside, CA. Contract Manager. MNS staff is currently providing on-call planning and environmental services to the County of Riverside. Task orders range from preparation of CEQA documents, on-call staffing support, peer review services, and long-range community planning support. The MNS team has prepared a range of CEQA documents including Environmental Impact Reports, Initial Studies, and exemptions. Additionally, MNS has provided CEQA peer review services, as well as CEQA advising services.

2017 Mid-Cycle Housing Element Update, Riverside County, CA. Project Manager. Responsible for the management and preparation of the General Plan Housing Element Update, as well as the environmental document in compliance with the California Environmental Quality Act (CEQA). The project was on a fast-tracked schedule because the County had to complete the mid-cycle update by October 2017 for the county to return to the eight-year Housing Element Update cycle. Responsible for updating the community profile data; reviewing the current housing programs, reviewing the site's inventory and constraints sections; and addressing additional programs as needed for the county to comply with state housing element law.

Preparation of the 5th Cycle General Plan Housing Element, Riverside County, CA. Senior Environmental Planner. Peter served as the Senior Environmental Planner for the County of Riverside 5th Cycle General Plan Housing Element Update. Responsibilities included preparing the Program Environmental Impact Report, coordinating and attending public outreach meetings, and supporting public hearings for the project. This project addressed extensive public comments, prepared a general plan amendment, re-designated and rezoned more than 5,000 acres of land to allow for at least 30 units to the acre by right, prepared changes to the county's zoning code to address requirements per state law; and prepared a subsequent environmental impact report (EIR) to the county's general plan EIR.

On-Call General Plan Planning and Environmental Support, Riverside County, CA. Project Manager. Responsible for the review and finalization of the County's updated General Plan document, Program

Environmental Impact Report (EIR) and Climate Action Plan. Tasks associated with the General Plan Update included adding supplemental analysis to the documents, providing CEQA compliance and noticing support, completion of the Final EIR documents, and representing County staff during project meetings and hearings.

Comprehensive Planning Services, City of Eastvale, Eastvale, CA. Environmental Manager. This project implemented California Environmental Quality Act (CEQA) Compliance processes for all incoming development projects, as well as City-sponsored projects. Responsible for the development of CEQA documents, peer review of the applicants provided CEQA documents, preparation of staff reports, and public hearing support. Comprehensive planning services were provided for this recently incorporated City in Western Riverside County, including current and advance planning processing, counter staffing, Planning Commission meeting facilitation; plan review; staff report preparation; CEQA compliance and review; SB18 and AB52 coordination; Western Riverside County Regional Conservation Authority (RCA) coordination for their Multiple Species Habitat Conservation Plan (MSHCP); and special project work.

Housing Element Update Technical Assistance Program, San Bernardino Associated Governments, San Bernardino, CA. Project Director. Responsible for project Quality Assurance/Quality Control review of major project deliverables. With a previous firm, Peter provided On-Call Housing Element Technical Assistance to a number of agencies throughout San Bernardino, including the cities of Colton, Grand Terrace, Upland, Redlands, Hesperia, Chino Hills, and Needles. Technical support ranged from preparation assisting with responses to the California Department of Housing and Community Development (HDC) to prepare the General Plan Housing Element.

Potable Water Master Plan Update and Program EIR, City of Corona, CA. Environmental Project Manager. The project involved preparing City's Potable Water Master Plan Update Program EIR, oversight of the technical team, oversight of document preparation, and quality control review of project documents. The scope included reviewing and updating the City's 2005 Master Plan to address changes in water infrastructure, increased development in the City, and implementation of Capital Improvement Program projects. This project required the Program EIR to evaluate overall infrastructure improvements throughout the City as well as site-specific environmental clearance of key improvements to streamline future CEQA clearance.

Attachment 1 to Exhibit "A"

**Martha Miller, AICP**

Principal and Owner, Miller Planning Associates LLC

Martha is a skilled land use planner and project manager specializing in community planning, development regulations, and community engagement. With over 20 years of experience working in private firms and for public agencies, Martha brings an in-depth understanding of how to translate community vision into a usable set of plans, policies, and regulations that achieve results. Martha's approach is marked by carefully assessing each client's needs and resources, and bringing best practices from form-based, performance-based, and Euclidean applications.

Education

Master of City and Regional Planning
California Polytechnic University,
San Luis Obispo

Bachelor of Science in Industrial Engineering
Purdue University

Certifications & Affiliations

American Institute of Certified Planners

American Planning Association,
California Central Coast San Luis Obispo Subsection Director (2015 - 2017)

Cal Poly City and Regional Planning Advisory Council (CiRPAC), *Chair (2019-2021)*

Previous Work Experience

Lisa Wise Consulting, Inc

RRM Design Group

Dyett & Bhatia, Urban and Regional Planners

San Luis Obispo County Department of Planning and Building

Relevant Project Experience

- Dixon Comprehensive Zoning Code and Map Update
- Stockton Development Code Update
- West Sacramento Zoning Ordinance Modernization Project (ZOMP!)
- San Leandro Objective Development Standards for Housing
- Union City Multifamily and Mixed Use Development and Design Standards
- Calaveras County Zoning Code Update
- Santa Barbara New Zoning Ordinance
- Norma Triangle (West Hollywood) Neighborhood Overlay District and Design Guidelines
- Goleta New Zoning Ordinance and Coastal Implementation Plan
- Hayward Industrial District Regulations Update
- Morro Bay Comprehensive Zoning Code and Coastal Implementation Plan Update
- Newark Comprehensive Zoning Ordinance Update
- Honolulu Transit Oriented Development Land Use Ordinance Amendments
- Tahoe Region Local Planning Implementation
- Town of Mammoth Lakes Commercial Districts Development Standards
- Placer County Area Plan and Implementing Ordinance
- Porterville Development Code Update
- Princeton (San Mateo County) General Plan, Zoning, and Local Coastal Plan Update (Plan Princeton)
- San Carlos Zoning Ordinance Update
- San Gabriel "Greening the Code" Zoning Amendments

martha@millerplanningassociates.com | 626-616-9303

Attachment 1 to Exhibit "A"

City of Lodi | Downtown Specific Plan

**Education**

MS, Real Estate Development MIT
BLARCH University of Idaho

Select Publications

Building Small: A Handbook for
Entrepreneurial Developers, Civic
Leaders and Great Communities
Urban Land Institute 2020

Resilience Across the Rural
to Urban Transect

Urban Land Institute, April 2015

'Reinventing Real Estate'

Urban Land March 2011

Developing Sustainable Planned
Communities

Urban Land Institute 2007

Honors • Advisory • Teaching

O'Donnell Award for *pro bono*
contributions to Panel Advisory
Services - Urban Land Institute, 2016

Responsible Property Investing
Council, Urban Land Institute,
Founding Member

ULI Panel Advisory Services Chair:

Sustainable Urbanism Evaluation,
Moscow Russia, 2011

Oxbow District Expansion
Napa, CA 2019

Tower Renewal Programme
Toronto CA 2020

Elected to ASLA
College of Fellows, 2012

Professional Registrations

CLARB Registration #1797
RLA Arizona, Louisiana

JIM HEID, FASLA

Founder UrbanGreen

Founder CRAFT Development

Healdsburg, CA

Jim is a sustainability advisor, real estate strategist and infill developer based in Sonoma County. Known for his aspirational but practical approach, he works with proven tools and best practices as a way to better communicate the value of good design within the realities of local market norms. With over forty years experience as an urban designer, land planner, sustainability strategist and now infill developer he brings a broad range of perspectives and skills to the discussion about how communities grow.

Trained as a landscape architect, he received a Masters in Real Estate Development from the Massachusetts Institute of Technology (MIT) as way to more effectively integrate economics, development and design thinking.

An active member of the Urban Land Institute ULI, Jim was at the forefront of defining the tenets of sustainable community design. He was the lead instructor for ULI's pioneering program in Sustainable Community Design and is regularly featured as a keynote speaker on the subject. He continues his leadership as founder and lead instructor for ULI's new program focused on small scale incremental development. Having led 16 national tours on the subject, the pioneering work and rationale for 'small' will be presented in his new book Building Small, to be released March 21.

Jim works seamlessly with multi-disciplinary teams, bringing his design and real estate training to resolve complex land use challenges with long term, enduring solutions that are coupled with actionable initiating actions. Jim uses his excellent communication and presentation skills with a desire to see the public outreach process build deep community understanding for the how and why of decisions, not just consensus. His collaborative, integrated approach to complex land use issues is demonstrated through regular participation and chairmanship of over 15 ULI Advisory Service Panels - most recently in Napa, CA and Toronto, Canada.

Relevant projects for this assignment include:

- Community outreach, urban design and public education for the Central Healdsburg Area Plan (2010-2014); and then Healdsburg Avenue Roundabout (2015-2018) *Client: City of Healdsburg*
- Community workshop development, facilitation and leadership for 'Housing Our Community' - a three part series of community education sessions on housing economics and affordable housing tools. *Clients: Healdsburg - 2015-2016, and Sonoma 2019*
- Community Education, Trends Presentation and Public Workshop Facilitation as part of General Plan Updates for Gilroy, CA; Folsom, CA; Windsor, CA. *Client Mintier-Harnish 2010-2020*
- Developer and designer (with Opticos Design) for RiverHouse - an eight unit infill pocket neighborhood in Healdsburg CA. Winner of the 2019 PCBC 'Best on the Boards' award, final homes will be delivered in March 2021. www.riverhousehealdsburg.com
- Developer, designer and founder of CRAFTWORK - shared workspace in downtown Healdsburg. Built to drive local small business ecosystem and create a community hub for intelligent conversation CraftWork opened January 2020. www.craftworkhbg.com



APPENDIX D: SAMPLE FORMAT AND STYLE GUIDE

City of _____
Zoning Code Update: Format and Style Guide

City of _____

Format and Style Guide

Zoning Code Update

_____ 2023

The following document identifies the format and style conventions we propose for use in the update of the City of _____ Zoning Code. Please carefully review this document and let us know if you have any concerns about or comments on the materials presented. Topics addressed in this document include:

- Zoning Code Structure
- Cross-references and Citations
- Official Names and References
- Terms and Phrases
- Hyphenation Principles
- Capitalization Principles
- Miscellaneous Principles

Zoning Code Structure

The standards and regulations of the Zoning Code will be organized as follows:

Chapter X – Name of Chapter

Series x Name of Series

Article xxx Name of Article

Section xxx.xx Name of Section

A. Subsection

1. Paragraph

a. Subparagraph

i. Subparagraph

(1). Subparagraph

Attachment 1 to Exhibit "A"

City of _____
Zoning Code Update: Format and Style Guide

Cross-references and Citations

Outside of the Same Section. When a cross-reference is to text outside of the same Section, the cross-reference will start with the Title (e.g., 10, 11, etc.) and continues to the appropriate level for the reference. For example, "10.49.020.A" refers to Subsection A. of Section 020, of Chapter 49, of Title 10. The terms "Article," "Chapter," and "Section" are used if the reference is to an entire Article, Chapter, or Section. Cross-references will include the applicable Article, Chapter, or Section number, followed by the name of the Article, Chapter, or Section in parentheses, like this: Chapter 10.22 (Appeals). We will use the word "Section" rather than the symbol §.

Within the same Section. When a cross-reference is to text within the same Section, the name of the Section level is used (i.e., Subsection, Paragraph, etc.), and the reference "number" starts with the appropriate Subsection letter. For example, "See Paragraph D.2." refers to Paragraph 2 of Subsection D of the same Section.

External documents. Provisions of Federal and State law that are cited in the Zoning Code and Subdivision Ordinance will be referenced by the name of the applicable federal or State code, and either individual or multiple section numbers (e.g., "Government Code Section 65091," "Subdivision Map Act Section 66749," etc.).

Official Names and References

Official name of Code/Ordinance	Chapter 21 _____
How will other sections of the Municipal Code be referred to?	Title 8 (Public Utilities)
What is the official name of the zoning map?	Official Zoning Map
How are other sections of the zoning code referred to throughout the document?	Section number and name, separated with a comma. Example: "Fences shall comply with the standards established in Section 10.xx.xxx (Computation of Sign Area)." **See References and Citations section, above.
What is the table and figure numbering system? Does it follow the specific section that the table or figure is part of, or is it sequential within each chapter?	Tables and figures will be numbered sequentially within each Chapter, followed by the name of the figure or table in parentheses (e.g., Table 10.22-1 (Parking Stall Dimensions)).
How is the head of the Community Development Department referred to? Is there an abbreviated version of this title?	Community Development Director. The term "Director" will be used only in same paragraph after Community Development Director is used.
How will the Planning Division be referred to? What about other departments and divisions?	Planning Division. The term "Division" will be used only in same paragraph after "Planning Division" is used. Other departments and divisions will be referred to by their full name (e.g., Building Division, Public Works Department, etc.).

Attachment 1 to Exhibit "A"

City of _____
Zoning Code Update: Format and Style Guide

How will other department heads be referred to?	The full name of the department head will be used (e.g., Public Works Director, etc.). Other department head titles will not be abbreviated.
How is the General Plan referred to?	"General Plan," rather than "City of _____ General Plan," after City of Reedley General Plan is first used in the first Chapter of the Ordinance.
How will the City Council and Planning Commission be referred to?	The City Council and various commissions will be referred to by their full name (e.g., City Council, Traffic Safety Commission, etc.).
How will the City of Reedley be referred to?	"City," rather than "City of _____," after City of _____ is first used in the first Chapter of the Ordinance.
Are residential or commercial zones referred to as a general category of zones?	Yes (e.g., residential zones, commercial zones, overlay zones, etc.)
Can acronyms to be used instead of full names?	Yes (e.g., RCO, UR, RE, R, etc.)
How are combining/overlay zones punctuated/indicated within the text?	The base zone symbol/acronym, preceded by an en dash (e.g., UR-FW)

Terms and Phrases

To ensure language consistency in the Zoning Code, the following are terms and phrases to use and not to use.

Use	Do <u>not</u> Use
10, 20, 30, etc. (use numeric form for 10 or more)	Ten, twenty, thirty, etc.
12 months	One year
30 days	One month
Accessory dwelling unit (ADU)	Second unit
Allowed, allowable	Permitted
Before	Prior to
Comply with, in compliance with, in accordance with	per, pursuant to
Conditional Use Permit (always spell out, except in tables)	CUP, Use Permit
Concurrently	Simultaneously
Contained, established, identified	(as) set forth, set out in
Deny	Disapprove
e.g., (for partial "for instance" lists)	"for example"
Ensure	Insure, assure
i.e., (for complete lists)	"that is"
"in this"	Herein

Attachment 1 to Exhibit "A"

City of _____
 Zoning Code Update: Format and Style Guide

Use	Do <u>not</u> Use
Multi-unit	Multi-family, multiple-family, multifamily
One, two, three, up to nine (express as words from one to nine)	1, 2, 3 up to 9
Parcel	Lot, site
Percent	% (except when used in charts or tables)
Place of Assembly	Church, religious institution, place of worship
Setback	Yard
Shall	Must
Signs	Signage
Single-Unit	Single-family, single family
State	State of California
Structure(s)	Building(s)
Subdivision Ordinance	Subdivision regulations
Their (avoid gender specific pronouns)	His, her, his or her
Vehicle	Auto, automobile, car
Zone Districts, Zoning District	District(s), zone(s), zone
Zoning Code	Zoning Ordinance
Rezoning, Rezone	Zoning Amendment, change of zone plan

Hyphenation Principles

Do Hyphenate:

- Multi-unit
- Off-ramp, on-ramp
- Off-site, on-site (adjective or adverb)
- Off-street
- Right-of-way (plural form is "rights-of-way")
- Self- (when used as a prefix)
- Single-unit

Do not Hyphenate:

- "Anti" words
- Citywide (as an adjective)
- "mid" words are one word (exception: *mid-sixties* or when used with any proper capitalized noun *mid-February*)
- "multi" words are one word (exception: when a hyphen would prevent one word from being mistaken for another *multi-ply fabric*)

Attachment 1 to Exhibit "A"

City of _____
Zoning Code Update: Format and Style Guide

- “non” words (e.g., nonconforming, nonuse, nonurban, nonresidential, etc.). Exceptions: non-English, non-Indian, non-Italian (any capitalized proper noun)
- “pre” words (exception: pre-engineered)
- “re” words are usually one word except for words that would have a duplicate meaning. (e.g., resign, re-sign)
- “retro” words (retroactive, retrofit)

Capitalization Principles

In addition to normal capitalization conventions, the following words and phrases will be capitalized:

All commissions and boards (e.g., Planning Commission, RDA Oversight Board)	Housing Element
All permits and licenses (e.g., Conditional Use Permit, Building Permit, Business License, etc.)	Official titles (e.g., Community Development Director, City Manager, City Attorney, etc.)
All zone acronyms/titles (e.g., RCO, R-1, RM-2, etc.)	Section
Article	Staff
Chapter	State (as in State law)
City Council	Subparagraph
Clerk	Subsection
Departments (e.g., Public Works Department, Police Department, Fire Department, etc.,)	Title
Federal (as in Federal law)	Zoning Map, Official Zoning Map

Miscellaneous Principles

Time will be expressed as follows: 8:00 a.m. or p.m.



APPENDIX E: SAMPLE OUTLINE AND TABLE OF CONTENTS

Title 10 – Zoning Code

ARTICLE 1 ENACTMENT AND APPLICABILITY

CHAPTER 10.02 – PURPOSE AND APPLICABILITY OF THE ZONING CODE

- 10.02.010 Title
- 10.02.020 Adoption
- 10.02.030 Purpose and Authority
- 10.02.040 Applicability
- 10.02.050 Relationship to Prior Code
- 10.02.060 Relationship to General Plan
- 10.02.070 Relationship to Specific Plans
- 10.02.080 Severability, Partial Invalidation of Zoning Code

CHAPTER 10.04 – INTERPRETATION OF THE ZONING ORDINANCE

- 10.04.010 Purpose Rules of Interpretation
- 10.04.020 Procedures for Interpretation
- 10.04.030 Uses Not Classified
- 10.04.040 Conflicting Uses
- 10.04.050 Illustrations

CHAPTER 11.06 – ZONES AND ZONING MAP

- 10.06.010 Purpose and Intent
- 10.06.020 Establishment of Zones
- 10.06.030 Effect of Zone Regulations
- 10.06.040 Zoning Map
- 10.06.050 Determination of Boundaries
- 10.06.060 Uncertainty of Boundaries
- 10.06.070 Rezoning of Unincorporated Territory

ARTICLE 2 ZONES, ALLOWABLE USES, AND DEVELOPMENT STANDARDS

CHAPTER 10.10 – RESIDENTIAL ZONES (RE, R-1-6, R-1-7, R-1-9, R-1-12, RM-2, RM-3)

- 10.10.010 Purpose and Intent of Residential Zones
- 10.10.020 Land Use Regulations and Allowable Uses
- 10.10.030 Development Standards
- 10.10.040 Other Applicable Regulations

CHAPTER 10.12 – COMMERCIAL ZONES (CN, CC, CS)

- 10.12.010 Purpose and Intent of Commercial Zones
- 10.12.020 Land Use Regulations and Allowable Uses

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City of _____

Zoning Code and Subdivision Ordinance Update: Working Outline

- 10.12.030 Development Standards
- 10.12.040 Other Applicable Regulations

CHAPTER 10.14 – OFFICE ZONES (CO, PO)

- 10.14.010 Purpose and Intent of office Zones
- 10.14.020 Land Use Regulations and Allowable Uses
- 10.14.030 Development Standards
- 10.14.040 Other Applicable regulations

CHAPTER 10.16 – INDUSTRIAL ZONES (ML, MH)

- 10.16.010 Purpose and Intent of Industrial Zones
- 10.16.020 Land Use Regulations and Allowable Uses
- 10.16.030 Development Standards
- 10.16.040 Other Applicable Regulations
- 10.16.050 MP – Planned Industrial District **PLACEHOLDER**

CHAPTER 10.18 – SPECIAL PURPOSE ZONES (RCO, UR)

- 10.18.010 Purpose and Intent of Special Purpose Zones
- 10.18.020 Land Use Regulations and Allowable Uses
- 10.18.030 Development Standard
- 10.18.040 Other Applicable Regulations

CHAPTER 10.20 – COMBINING ZONES (FW, FF, PUD)

- 10.20.010 Purpose and Intent of Combining Zones
- 10.20.020 Applicability
- 10.20.030 Floodway Combining Zone (-FW)
- 10.20.040 Flood Fringe Combining Zone (-FF)

CHAPTER 10.22 – PLANNED UNIT DEVELOPMENTS

- 10.22.010 Purpose and Intent
- 10.22.020 Applicability
- 10.22.030 Land Use Regulations and Allowable Uses
- 10.22.040 Development Standards
- 10.22.050 Use Permit Procedures and Conditions

ARTICLE 3 REGULATIONS APPLICABLE TO ALL ZONES**CHAPTER 10.30 – GENERAL SITE PLANNING AND DEVELOPMENT STANDARDS**

- 10.30.010 Purpose
- 10.30.020 Height Measurement and Exceptions
- 10.30.030 Setback Measurement and Exceptions
- 10.30.040 Corner Cutoff Area

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City of _____

*Zoning Code and Subdivision Ordinance Update: Working Outline***CHAPTER 10.32 – FENCES, WALLS, AND HEDGES**

- 10.32.010 Applicability
- 10.32.020 Height Limitations
- 10.32.030 Fence Materials
- 10.32.040 Required Walls
- 10.32.050 Alternative Standards

CHAPTER 10.34 – LANDSCAPING

- 10.34.010 Purpose
- 10.34.020 Applicability
- 10.34.030 Water Efficient Landscape Ordinance
- 10.34.040 General Landscaping Standards
- 10.34.050 Landscape Area Requirements

CHAPTER 10.36 – PARKING AND LOADING

- 10.36.010 Purpose and Applicability
- 10.36.020 General Provisions
- 10.36.030 Number of Spaces Required
- 10.36.040 Joint Use, Mixed Use Parking
- 10.36.050 Common Parking Facilities
- 10.36.060 Reduction of Parking Requirements
- 10.36.070 Parking Facility Design Standards
- 10.36.080 Off-Street Loading Requirements
- 10.36.090 Exceptions to Parking and Loading Requirements

CHAPTER 10.38 – SIGN REGULATIONS

- 17.38.010 Purpose and Applicability
- 17.38.020 Definitions
- 17.38.030 Sign Permit Required
- 17.38.040 Exempt Signs
- 17.38.050 Prohibited Signs and Locations
- 17.38.060 Signs Allowed by Zone
- 17.38.070 Sign Development Standards
- 17.38.080 Nonconforming Signs
- 17.38.090 Minor Deviations
- 17.38.100 Appeals and Violations
- 17.38.110 Severability

CHAPTER 10.40 – PROPERTY MAINTENANCE STANDARDS

- 10.40.010 TBD
- 10.40.020 TBD
- 10.40.030 TBD
- 10.40.040 TBD

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City of _____

*Zoning Code and Subdivision Ordinance Update: Working Outline***ARTICLE 4 STANDARDS FOR SPECIFIC LAND USES****CHAPTER 10.50 – STANDARDS FOR SPECIFIC LAND USES**

- 10.50.010 Purpose and Applicability
- 10.50.020 Alcohol Beverage Sales Establishments
- 10.50.030 Bed and Breakfast Inns
- 10.50.040 Body Art
- 10.50.050 Home Occupation
- 10.50.060 Mobile and Temporary Office Structures
- 10.50.070 Mobile Home Parks
- 10.50.080 Portable Self-Storage Containers
- 10.50.090 Recycling Facilities
- 10.50.0100 Single-Unit Dwellings and Mobile Home Development and Design Standards
- 10.50.110 Satellite Dish Antennas
- 10.50.120 Mixed Use
- 10.50.130 Solid Waste and Recycling Enclosures
- 10.50.140 Utility Towers and Lines

CHAPTER 10.52 – ACCESSORY DWELLING UNITS

- 10.52.010 Purpose
- 10.52.020 Applicability
- 10.52.030 Where Allowed
- 10.52.040 Types
- 10.52.050 Location and Number of Units Allowed
- 10.52.060 Standards Applicable to All Accessory Dwelling Units
- 10.52.070 Additional Standards Applicable to Attached and Detached Accessory Dwelling Units
- 10.52.080 Additional Standard Applicable to Converted Accessory Dwelling Units
- 10.52.090 Additional Standards Applicable to Junior Accessory Dwelling Units

CHAPTER 10.54 – AFFORDABLE HOUSING AND DENSITY BONUS INCENTIVES

- 10.54.010 Purpose and Intent
- 10.54.020 Eligibility and Requirements
- 10.54.030 Participation and Roles
- 10.54.040 Application and Review Process
- 10.54.050 Amount of Density Bonus
- 10.54.060 Continued Affordability
- 10.54.070 Standards for Affordable Units
- 10.54.080 Housing with Child Care Facilities
- 10.54.090 Reduced Parking Requirements
- 10.54.100 Donations of Land
- 10.54.110 Waivers or Reductions of Development Standards
- 10.54.120 Implementation of the Density Bonus and/or Incentives
- 10.54.130 Monitoring

CHAPTER 10.56 – MULTI-UNIT DWELLING OBJECTIVE DESIGN STANDARDS

- 10.56.010 Purpose
- 10.56.020 Applicability
- 10.56.030 Multi-Unit Dwelling Design Standards

ARTICLE 5 NONCONFORMITIES

CHAPTER 10.60 – GENERAL NONCONFORMING PROVISIONS

- 10.60.010 Purpose and Intent
- 10.60.020 Establishment of Nonconforming Uses and Structures
- 10.60.030 Continuation and Maintenance
- 10.60.040 Continuation of Nonconformities
- 10.60.050 Determination, Extension, and Abatement Procedures

CHAPTER 10.62 – NONCONFORMING PARCELS

- 10.62.010 Continuation of Legal Nonconforming Parcels
- 10.62.020 Modification of Legal Nonconforming Parcels

CHAPTER 10.64 – NONCONFORMING SIGNS

- 10.64.010 TBD
- 10.64.020 TBD

CHAPTER 10.66 – NONCONFORMING STRUCTURES

- 10.66.010 Continuation of Legal nonconforming Structures

CHAPTER 10.68 – NONCONFORMING USES

- 10.68.010 Continuation of Legal Nonconforming Uses

CHAPTER 10.70 – ABATEMENT/EXTENSION OF NONCONFORMING USES/STRUCTURES

- 10.70.010 Purpose and Intent
- 10.70.020 Applicability and Permit Requirements
- 10.70.030 Required Findings

ARTICLE 6 PERMIT PROCESSING PROCEDURES

CHAPTER 10.80 – GENERAL PROVISIONS

- 10.80.010 Purpose and Intent
- 10.80.020 Multiple Permit Applications
- 10.80.030 Additional Permits May Be Required

CHAPTER 10.82 – REASONABLE ACCOMMODATION

- 10.82.010 Purpose
- 10.82.020 Applicability

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City of _____

Zoning Code and Subdivision Ordinance Update: Working Outline

- 10.82.030 Application Filing, Processing, and Review
- 10.82.040 Findings and Decision
- 10.82.050 Conditions of Approval
- 10.82.060 Rescission
- 10.82.070 Modifications
- 10.82.080 Post-Decision Procedures

CHAPTER 10.84 – SITE PLAN REVIEW

- 10.84.010 Purpose
- 10.84.020 Applicability
- 10.84.030 Application Filing
- 10.84.040 Referral and Decision
- 10.84.050 Conditions of Approval
- 10.84.060 Findings
- 10.84.070 Street Dedications and Improvements
- 10.84.080 Environmental Review
- 10.84.090 Building permit
- 10.84.100 Lapse of Site Plan Approval
- 10.84.110 Appeals
- 10.84.120 Revocation
- 10.84.130 Approval to Run with the Land

CHAPTER 10.86 – ADMINISTRATIVE APPROVALS

- 10.86.010 Purpose and Applicability
- 10.86.020 Application Filing
- 10.86.030 Findings and Decision
- 10.86.040 Appeals
- 10.86.050 Building Permit

CHAPTER 10.88 – CONDITIONAL USE PERMIT

- 10.88.010 Purpose
- 10.88.020 Review Authority
- 10.88.030 Application Filing
- 10.88.040 Noticing and Public Hearing Procedures
- 10.88.050 Findings and Decision
- 10.88.060 Conditions of Approval
- 10.88.070 Building Permit
- 10.88.080 Lapse of Use Permit
- 10.88.090 Time Limit for Development
- 10.88.100 Preexisting Conditional Use Permits
- 10.88.110 Suspension and Revocation
- 10.88.120 Notation on Zoning Map
- 10.88.130 New Application

Attachment 1 to Exhibit "A"

City of _____

Zoning Code and Subdivision Ordinance Update: Working Outline

- 10.88.140 Conditional Use Permit to Run with the Land
- 10.88.150 Minor Revisions
- 10.88.160 Site Plan Review
- 10.88.170 Appeals and Action of City Council

CHAPTER 10.90 – VARIANCES

- 10.90.010 Purpose and Applicability
- 10.90.020 Review Authority
- 10.90.030 Application Filing
- 10.90.040 Noticing and Public Hearing Procedures
- 10.90.050 Action of Board of Zoning Adjustment
- 10.90.060 Appeal to City Council
- 10.90.070 Action of City Council
- 10.90.080 Building Permit
- 10.90.090 Lapse of Variance
- 10.90.100 Revocation
- 10.90.110 New Application

CHAPTER 10.92 – MASTER PLAN

- 10.92.010 Adoption of Plan
- 10.92.020 Construction of Words
- 10.92.030 Effect of Chapter
- 10.92.040 Establishment of Setback Lines
- 10.92.050 Adoption of items of Plan
- 10.92.060 Review Authority
- 10.92.070 Variances
- 10.92.080 Amendment Procedure
- 10.92.090 Violations Declared a Nuisance

ARTICLE 7 ZONING ORDINANCE ADMINISTRATION

CHAPTER 10.100 – AMENDMENTS

- 10.100.010 Purpose
- 10.100.020 Initiation
- 10.100.030 Application and Fee
- 10.100.040 Noticing and Public Hearing Procedures
- 10.100.050 Investigation and Report
- 10.100.060 Planning Commission Action
- 10.100.070 City Council Action
- 10.100.080 Special Zoning Exemptions
- 10.100.090 Rezoning Procedures
- 10.100.100 New Application

Attachment 1 to Exhibit "A"

City of _____

*Zoning Code and Subdivision Ordinance Update: Working Outline***CHAPTER 10.102 – ADMINISTRATION AND ENFORCEMENT**

- 10.102.010 Permits, Certificates, and Licenses
- 10.102.020 Building Official
- 10.102.030 Board of Zoning Adjustment
- 10.102.040 Fees
- 10.102.050 Violations and Penalties

ARTICLE 8 DEFINITIONS**CHAPTER 10.110 – DEFINITIONS**

- 10.110.010 General
- 10.110.020 "A" Definitions
- 10.110.030 "B" Definitions
- 10.110.040 "C" Definitions
- 10.110.050 "D" Definitions
- 10.110.060 "E" Definitions
- 10.110.070 "F" Definitions
- 10.110.080 "G" Definitions
- 10.110.090 "H" Definitions
- 10.110.100 "I" Definitions
- 10.110.110 "J" Definitions
- 10.110.120 "K" Definitions
- 10.110.130 "L" Definitions
- 10.110.140 "M" Definitions
- 10.110.150 "N" Definitions
- 10.110.160 "O" Definitions
- 10.110.170 "P" Definitions
- 10.110.180 "Q" Definitions
- 10.110.190 "R" Definitions
- 10.110.200 "S" Definitions
- 10.110.210 "T" Definitions
- 10.110.220 "U" Definitions
- 10.110.230 "V" Definitions
- 10.110.240 "W" Definitions
- 10.110.250 "X" Definitions
- 10.110.260 "Y" Definitions
- 10.110.270 "Z" Definitions

Attachment 1 to Exhibit "A"

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APPENDIX F: SAMPLE ALLOWED USES AND DEVELOPMENT STANDARDS

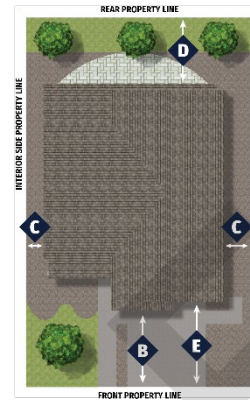
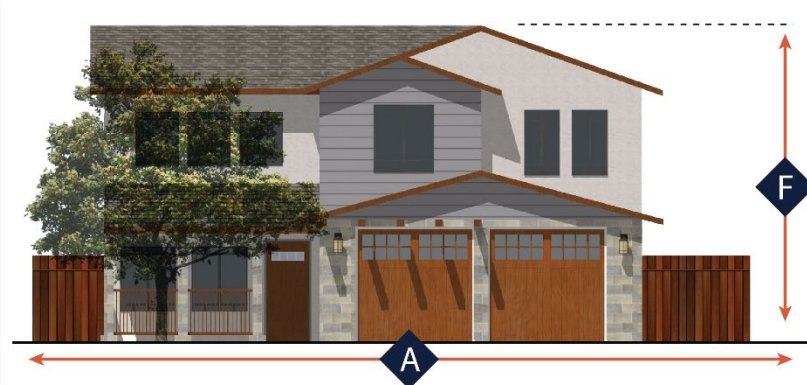
Attachment 1 to Exhibit "A"

Sample Allowable Use Table - Style 1

Table 2-4 Commercial Zones Allowed Uses and Permit Requirements	Commercial Zones				
	Permit Requirements				
	P Allowed by Right MUP Minor Use Permit (Chapter 18.124) CUP Conditional Use Permit (Chapter 18.124) TUP Temporary Use Permit (Chapter 18.122) - Not allowed				
Land Use (see Article 8 for land use definitions).	C-N	C-C	C-R	C-D	Additional Regulations
Museums	-	P	P	P	
Parks and Public Plazas	P	P	P	P	
Recreational Vehicle Parks	-	-	CUP	-	
Places of Assembly	P	P	P	P	Section 18.60.310
Public Schools	P	P	P	P	
Private Schools	CUP	CUP	CUP	CUP	
Public/Private Colleges and Universities	P	P	P	P	
Theaters and Auditoriums	-	P	P	P	
Vocational/Trade Schools	P	P	P	-	
Utility, Transportation, and Communication Uses					
Broadcasting and Recording Studios	-	P	P	P	
Parking Structures	-	CUP	CUP	CUP	Section 18.60.280
Public Safety Facilities	P	P	P	P	
Wireless Telecommunication Facilities, Microcell	P	P	P	P	Section 18.12.040(A) Section 18.60.450
Wireless Telecommunication Facilities, Minor	MUP	MUP	MUP	-	Section 18.12.040(A) Section 18.60.450
Wireless Telecommunication Facilities, Major	CUP	CUP	CUP	-	Section 18.12.040(A) Section 18.60.450
Transit Stations and Terminals	-	CUP	CUP	CUP	
Utility Facilities and Infrastructures	CUP	CUP	CUP	CUP	
Retail, Service, and Office Uses					
Adult Oriented Businesses	-	-	CUP	-	Chapter 18.62
Alcoholic Beverage Sales	P	P	P	P	Section 18.60.040
Ambulance Services	-	CUP	CUP	-	
Animal Sales and Grooming Facilities	P	P	P	P	Section 18.12.040(B)
Banks and Financial Establishments, General	P	P	P	P	
Banks and Financial Establishments, Stand-alone ATM	P	P	P	P	
Bars	CUP	CUP	CUP	CUP	
Bed and Breakfast Inns	CUP	-	-	-	Chapter 18.60.050
Building Material Stores and Yards	-	P	P	-	
Business Support Centers	P	P	P	P	
Drive-in and Drive-through Establishments	CUP	CUP	CUP	CUP	Section 18.60.110
Equipment Sales and Rentals	-	P	P	CUP	
Garden Centers/Plant Nurseries	-	P	P	-	
Hotels and Motels	CUP	CUP	CUP	CUP	
Kennels	-	CUP	CUP	CUP	Section 18.12.040(A)
Maintenance and Repair Services	-	P	P	P	
Mobile Food Vendors	MUP	MUP	CUP	-	Section 18.60.220
Nightclubs	CUP	CUP	CUP	CUP	
Offices	P	P	P	P	
Outdoor Sales	MUP	CUP	CUP	CUP	Section 18.60.250
Outdoor Seating	MUP	MUP	MUP	MUP	Section 18.60.260
Personal Services	P	P	P	P	

Attachment 1 to Exhibit "A"

Sample Development Standards Table - Style 1



Development Feature (minimum unless otherwise indicated)	R1-6L	R1-8L	R2	R3	R4	R5	R6	Additional Regulations
D Rear, multi-story	20	20	15	15	20	20	20	Section 18.30.050
E Length of driveway approach	20	20	20	20	20	20	20	
Height (maximum) measured in feet								
F Height (within 20 feet of the R1-6L, R1-8L, and R2 zones)	25	25	32	32	32	32	32	Section 18.30.040
F Height (all other zones)	25	25	32	40	80	100	200	Section 18.30.040
Number of Stories (maximum)								
Number of Stories (within 50 feet of the R1 and R2 zones)	2	2	2	3	3	3	3	
Number of Stories (all other zones)	2	2	2	4	8	10	20	
Gross Residential Density (minimum to maximum) shown in number of dwelling units per acre								
Allowable Density	10	10	8-19	20-36	37-50	51-100	85-350	
Recreation Space for Multi-Family Dwellings (minimum) measured in square feet per dwelling unit								
Private Recreation Space (required for a minimum of 50 percent of units)	None	None	None	60	60	40	40	
Common Recreation Space (per unit)	None	None	None	200	200	200	200	
Additional Regulations								
Accessory Structures	Chapter 18.32							
Basements	Section 18.30.070							
Development Bonuses	Chapter 18.66							
Fences, Walls, and Hedges	Chapter 18.34							
Historic Preservation	See Article 2 Punch list							
Landscaping Standards	Chapter 18.36							
Open Space Standards	City Code Chapter 17.35							
Off-Street Parking Regulations and Design Standards	Chapter 18.38							
Performance Standards	Chapter 18.40							
Sign Standards	Chapter 18.42							

Attachment 1 to Exhibit "A"

Table 2-8
Mixed-Use Zone Development Standards



Development Feature (minimum unless otherwise indicated)	MU-NC	MU-CC	MU-RC	Additional Regulations
Parcel Area (minimum) area required for each NEWLY CREATED parcel.				
Parcel Area	None	None	None	
A Street Frontage (feet)	None	None	100	
Density (where residential is proposed)				
Minimum Density (units/acre)	19	23	37	
Maximum Density (units/acre)	36	36	50	
Setbacks (minimum) -Property lines are measured in feet, with those adjacent to the street measured from the face of the curb., adopted plan line, or edge of right-of-way.				
B Front	0	0	0	Section 18.14.040(A) Section 18.30.050
Side, Corner	0	0	0	Section 18.14.040(J) Section 18.30.050
C Side, Interior (adjacent to R1 and R2 zones)	10	10	10	Section 18.14.040(J) Section 18.30.050
C Side, Interior (adjacent to all other zones)	None	None	None	Section 18.14.040(J) Section 18.30.050
D Rear, Single-Story (adjacent to R1 and R2 zones)	10	10	10	Section 18.30.050
D Rear, Multi-Story (adjacent to R1 and R2 zones)	15	15	15	Section 18.30.050
D Rear (adjacent to all other zones)	10	10	10	Section 18.30.050
Height (maximum) measured in feet				
E Height (within 20 feet of the R1 and R2 zones)	32	32	32	Section 18.30.040
E Height (all other zones)	32	40	60	Section 18.30.040

EXHIBIT "B" COMPENSATION

The City shall pay Contractor a not-to-exceed amount of \$479,720.

		CATHEDRAL CITY DEVELOPMENT CODE		MINTIER HARNISH							
		HARNISH Project Advisor	H. GIBBONS, ACP Project Manager	M. GIBBONS Assistant Project Manager	WOODLEY Planner	DANIELS Asst. Planner	Support/Assistant Staff	Subtotal Hours	Subtotal Costs		
Phases, Tasks	Description										
Phase 1 Project Initiation											
Task 1.1	Kick-Off and Scoping Meeting		8	8	6			32	\$4,650		
Task 1.2	City and Neighborhood Tour		4	4	4			12	\$2,500		
Subtotal		0	12	12	10	0	0	34	\$7,150		
Phase 2 Evaluation											
Task 2.1	Diagnostic Document Review		2	4		8		14	\$2,500		
Task 2.2	Development Code Diagnosis Report		2	4	14	24		44	\$7,370		
Task 2.3	TAG Meeting #1 (In-person meeting)		2	2				4	\$900		
Task 2.4	Steering Committee Meeting #1 (In-person meeting)		2	2				4	\$900		
Task 2.5	Draft Zoning Code Format and Outline		2	6	8			16	\$3,140		
Task 2.6	Summary Matrix of Zoning Code Changes		2	8	8	8		26	\$4,700		
Task 2.7	Newsletter #1 – Development Code Overview		2	4	4	8		18	\$3,200		
Subtotal		0	14	30	34	40	0	118	\$22,810		
Phase 3 Understanding and Engagement											
Task 3.1	Public Outreach Strategy		2	4				6	\$1,320		
Task 3.2	Modernizing the Development Code Seminar		20					20	\$4,800		
Task 3.3	Stakeholder Interviews		8	8	16			32	\$6,400		
Task 3.4	Community Meeting #1 – What is Zoning and How You Make a Difference		12	20	20	8		60	\$12,800		
Task 3.5	Citywide Survey and Digital Mapping Exercise		2	6	20			28	\$5,240		
Task 3.6	City Council/Planning Commission Joint Workshop		12	12	4			28	\$6,100		
Subtotal		0	54	50	60	8	0	172	\$36,660		
Phase 4 Draft Cathedral City Development Code											
Task 4.1	Zoning District Provisions	2	20	80	40	18		160	\$31,880		
Task 4.2	TAG Meeting #2 (virtual meeting)		2	2				4	\$900		
Task 4.3	Steering Committee Meeting #2 (virtual meeting)		2	2				4	\$900		
Task 4.4	Planning Commission Workshop #1		12	12	2			26	\$5,750		
Task 4.5	General Site Planning and Specific Use Standards	4	20	50	24	16		114	\$23,020		
Task 4.6	TAG Meeting #3 (virtual meeting)		2	2				4	\$900		
Task 4.7	Steering Committee Meeting #3 (virtual meeting)		2	2				4	\$900		
Task 4.8	Planning Commission Workshop #2		12	12	2			26	\$5,750		
Task 4.9	Administrative Provisions	4	4	8				16	\$3,700		
Task 4.10	TAG Meeting #4 (virtual meeting)			2				2	\$420		
Task 4.11	Steering Committee Meeting #4 (virtual meeting)			2				2	\$420		
Task 4.12	Planning Commission Workshop #3		12	12	2			26	\$5,750		
Task 4.13	Subdivision Ordinance	4	4	8				16	\$4,240		
Task 4.14	TAG Meeting #5 (virtual meeting)		2					2	\$480		
Task 4.15	Steering Committee Meeting #5 (virtual meeting)		2					2	\$480		
Task 4.16	Planning Commission Workshop #4		12	12	2			26	\$5,750		
Task 4.17	Public Review Draft Zoning Code		2	6	10	10		28	\$4,980		
Task 4.18	Newsletter #3 – Public Review Draft Development Code		2	4	4	8		18	\$3,200		
Task 4.19	Community Meeting #3 – Where the Rubber Meets the Road		12	20	30	8		70	\$13,500		
Task 4.20	Draft Zoning Map		2	8	4	30		44	\$7,260		
Subtotal		14	118	244	120	90	0	596	\$120,240		
Phase 5 Citywide Objective Standards											
Task 5.1	Community Meeting #2 – Design Expectations Walking Tours		20	30	36			86	\$17,400		
Task 5.2	Newsletter #2 – Community Design		2	4	4	8		18	\$3,200		
Task 5.3	Prepare Draft Objective Standards Outline		2	4	6			12	\$2,370		
Task 5.4	Administrative Draft Objective Standards	8	16	40	60			124	\$24,980		
Task 5.5	Preliminary Draft Objective Standards		8	12	24	12		56	\$10,640		
Task 5.6	TAG Meeting #6 (virtual meeting)		2	2				4	\$900		
Task 5.7	Steering Committee Meeting #6 (virtual meeting)		2	2				4	\$900		
Task 5.8	Planning Commission Workshop #5		12	12	4			28	\$5,100		
Task 5.9	Public Review Draft Objective Standards		2	6	20	20		48	\$8,340		
Subtotal		8	64	112	154	40	0	384	\$74,550		
Phase 6 Public Review Draft Development Code and Objective Standards											
Task 6.1	Planning Commission Workshop #6		12	12	4			28	\$5,100		
Task 6.2	Revised Public Review Draft Development Code		2	4	6			12	\$2,370		
Subtotal		0	14	16	10	0	0	40	\$8,470		
Phase 7 Environmental Review											
Task 7.1	Project Description Preparation	2	4	4				10	\$2,360		
Task 7.2	CEQA Documentation	2	4	4				10	\$2,360		
Subtotal		4	8	8	0	0	0	20	\$4,720		
Phase 8 Adoption of the Final Zoning Code											
Task 8.1	Planning Commission Public Hearings		22		4			26	\$5,980		
Task 8.2	City Council Public Hearings		22		4			26	\$5,980		
Task 8.3	Final Documents to be Provided to the City		4	8				12	\$2,640		
Subtotal		0	48	8	8	0	0	64	\$14,600		
Phase 9 Project Management											
Task 9.1	Project Management		60	38			80	178	\$33,580		
Subtotal		0	60	38	0	0	80	178	\$33,580		
TOTAL											
Total Hours		20	406	518	402	180	80	1,618	-		
2024 Billing Rates		\$180	\$240	\$210	\$175	\$150	\$140	-	-		
Labor Subtotal		\$7,200	\$97,440	\$108,780	\$70,350	\$27,000	\$11,200	-	\$322,970		
Direct Expenses (e.g., printing, travel)									\$22,060		
TOTAL COST									\$344,030		

- 1) This represents a total not to exceed cost based on the provided scope of work.
2) The distribution of hours between firm, staff categories, and tasks are an estimate.
While the total costs will not change, the distribution of hours/costs may vary depending on actual execution.
3) Labor rates are subject to change every January 1st, although this change will not change the total budget.

Phases, Tasks	MILLER PLANNING ASSOCIATES			MNS ENGINEERING							URBANGREEN			
	MILLER AND Principal Planner	Subtotal Hours	Subtotal Costs	Sr. Project Manager	Senior Planner	Associate Planner	Assistant Planner	SIS Tech	Subtotal Hours	Subtotal Costs	MSD Principal	SUB TOTAL HOURS	SUB TOTAL COSTS	TOTAL COSTS
Phase 1														
Task 1.1	0	0	\$1,320	4					4	\$1,040		0	\$0	\$7,618
Task 1.2	4	4	\$880						0	\$0		0	\$0	\$3,380
Subtotal	10	10	\$2,200	4	0	0	0	0	4	\$1,040	0	0	\$0	\$10,390
Phase 2														
Task 2.1		0	\$0						0	\$0		0	\$0	\$2,530
Task 2.2		0	\$0						0	\$0		0	\$0	\$7,370
Task 2.3	2	2	\$440						0	\$0		0	\$0	\$1,340
Task 2.4	2	2	\$440						0	\$0		0	\$0	\$1,340
Task 2.5		0	\$0						0	\$0		0	\$0	\$3,140
Task 2.6		0	\$0						0	\$0		0	\$0	\$4,760
Task 2.7		0	\$0						0	\$0		0	\$0	\$3,220
Subtotal	4	4	\$880	0	0	0	0	0	0	\$0	0	0	\$0	\$23,090
Phase 3														
Task 3.1		0	\$0						0	\$0		0	\$0	\$1,320
Task 3.2	24	24	\$5,280						0	\$0		0	\$0	\$10,080
Task 3.3		0	\$0						0	\$0		0	\$0	\$6,400
Task 3.4	12	12	\$2,640						0	\$0		0	\$0	\$15,470
Task 3.5		0	\$0						0	\$0		0	\$0	\$5,240
Task 3.6		0	\$0						0	\$0		0	\$0	\$6,100
Subtotal	36	36	\$7,920	0	0	0	0	0	0	\$0	0	0	\$0	\$44,610
Phase 4														
Task 4.1	10	10	\$3,520						0	\$0		0	\$0	\$35,380
Task 4.2		0	\$0						0	\$0		0	\$0	\$900
Task 4.3		0	\$0						0	\$0		0	\$0	\$900
Task 4.4		0	\$0						0	\$0		0	\$0	\$5,750
Task 4.5	60	60	\$14,960						0	\$0		0	\$0	\$37,960
Task 4.6		0	\$0						0	\$0		0	\$0	\$900
Task 4.7		0	\$0						0	\$0		0	\$0	\$900
Task 4.8		0	\$0						0	\$0		0	\$0	\$5,750
Task 4.9	80	80	\$17,600						0	\$0		0	\$0	\$21,360
Task 4.10	2	2	\$440						0	\$0		0	\$0	\$860
Task 4.11	2	2	\$440						0	\$0		0	\$0	\$860
Task 4.12	12	12	\$2,640						0	\$0		0	\$0	\$8,390
Task 4.13	60	60	\$13,200						0	\$0		0	\$0	\$17,440
Task 4.14	2	2	\$440						0	\$0		0	\$0	\$920
Task 4.15	2	2	\$440						0	\$0		0	\$0	\$920
Task 4.16	12	12	\$2,640						0	\$0		0	\$0	\$8,390
Task 4.17	16	16	\$3,520						0	\$0		0	\$0	\$8,510
Task 4.18		0	\$0						0	\$0		0	\$0	\$3,220
Task 4.19	14	14	\$3,080						0	\$0		0	\$0	\$16,610
Task 4.20		0	\$0						0	\$0		0	\$0	\$7,360
Subtotal	284	284	\$42,920	0	0	0	0	0	0	\$0	0	0	\$0	\$183,300
Phase 5														
Task 5.1		0	\$0						0	\$0	36	36	\$7,200	\$24,600
Task 5.2		0	\$0						0	\$0		0	\$0	\$3,220
Task 5.3		0	\$0						0	\$0	4	4	\$800	\$3,170
Task 5.4		0	\$0						0	\$0	20	20	\$4,000	\$28,960
Task 5.5		0	\$0						0	\$0		0	\$0	\$10,440
Task 5.6		0	\$0						0	\$0		0	\$0	\$900
Task 5.7		0	\$0						0	\$0		0	\$0	\$900
Task 5.8		0	\$0						0	\$0		0	\$0	\$6,100
Task 5.9		0	\$0						0	\$0		0	\$0	\$6,240
Subtotal	0	0	\$0	0	0	0	0	0	0	\$0	60	60	\$12,000	\$84,550
Phase 6														
Task 6.1		0	\$0						0	\$0		0	\$0	\$6,100
Task 6.2		0	\$0						0	\$0		0	\$0	\$2,570
Subtotal	0	0	\$0	0	0	0	0	0	0	\$0	0	0	\$0	\$8,670
Phase 7														
Task 7.1		0	\$0	4	0			0	18	\$3,190		0	\$0	\$5,550
Task 7.2		0	\$0	24	30	34	24	22	136	\$22,960		0	\$0	\$25,340
Subtotal	0	0	\$0	30	30	34	24	28	154	\$26,170	0	0	\$0	\$30,890
Phase 8														
Task 8.1	12	12	\$2,640	6					0	\$1,560		0	\$0	\$10,180
Task 8.2	12	12	\$2,640						0	\$0		0	\$0	\$8,620
Task 8.3		0	\$0						0	\$0		0	\$0	\$2,640
Subtotal	24	24	\$5,280	6	0	0	0	0	0	\$1,560	0	0	\$0	\$21,440
PM														
Subtotal	22	22	\$4,840	16					16	\$4,160		0	\$0	\$42,580
Subtotal	22	22	\$4,840	16	0	0	0	0	16	\$4,160	0	0	\$0	\$42,580
TOTAL														
Total Hours	382	382	-	56	30	34	24	28	180	-	60	60	-	-
2024 Billing Rate	\$225	-	-	\$280	\$175	\$150	\$130	\$125	-	-	\$200	-	-	-
Labor Subtotal	\$84,040	-	\$84,040	\$14,560	\$6,600	\$5,100	\$3,120	\$3,500	-	\$32,930	\$12,000	-	\$12,000	\$451,820
Direct Expenses			\$3,008							\$800			\$2,000	\$27,800
TOTAL COST			\$87,048							\$33,730			\$14,000	\$479,720

EXHIBIT "C"

INSURANCE

A. Insurance Requirements. Contractor shall provide and maintain insurance, acceptable to the City, in full force and effect throughout the term of this Agreement, against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the Services by Contractor, its agents, representatives or employees. Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII.

Contractor shall provide the following scope and limits of insurance:

1. Minimum Scope of Insurance. Coverage shall be at least as broad as:

(1) Commercial General Liability. Insurance Services Office form Commercial General Liability coverage (Occurrence Form CG 0001).

(2) Automobile. Insurance Services Office form number CA 0001 (Ed. 1/87) covering Automobile Liability, including code 1 "any auto" and endorsement CA 0025, or equivalent forms subject to the written approval of the City.

(3) Workers' Compensation. Workers' Compensation insurance as required by the Labor Code of State of California covering all persons providing Services on behalf of the Contractor and all risks to such persons under this Agreement.

(4) Professional Liability. Professional liability insurance appropriate to the Contractor's profession. This coverage may be written on a "claims made" basis, and must include coverage for contractual liability. The professional liability insurance required by this Agreement must be endorsed to be applicable to claims based upon, arising out of or related to Services performed under this Agreement. The insurance must be maintained for at least three (3) consecutive years following the completion of Contractor's services or the termination of this Agreement. During this additional three (3) year period, Contractor shall annually and upon request of the City submit written evidence of this continuous coverage.

2. Minimum Limits of Insurance. Contractor shall maintain limits of insurance no less than:

(1) Commercial General Liability. \$1,000,000 general aggregate for bodily injury, personal injury and property damage.

(2) Automobile. \$1,000,000 per accident for bodily injury and property damage. A combined single limit policy with aggregate limits in an amount of

not less than \$2,000,000 shall be considered equivalent to the said required minimum limits set forth above.

(3) Workers' Compensation. Workers' Compensation as required by the Labor Code of the State of California of not less than \$1,000,000 per occurrence.

(4) Professional Liability. \$1,000,000 per occurrence.

B. Other Provisions. Insurance policies required by this Agreement shall contain the following provisions:

1. All Policies. Each insurance policy required by this Agreement shall be endorsed and state the coverage shall not be suspended, voided, cancelled by the insurer or either Party to this Agreement, reduced in coverage or in limits except after 30 days' prior written notice by certified mail, return receipt requested, has been given to City.

2. Commercial General Liability and Automobile Liability Coverages.

(1) City, and its respective elected and appointed officers, officials, and employees and volunteers are to be covered as additional insureds as respects: liability arising out of activities Contractor performs; products and completed operations of Contractor; premises owned, occupied or used by Contractor; or automobiles owned, leased, hired or borrowed by Contractor. The coverage shall contain no special limitations on the scope of protection afforded to City, and their respective elected and appointed officers, officials, or employees.

(2) Contractor's insurance coverage shall be primary insurance with respect to City, and its respective elected and appointed, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by City, and its respective elected and appointed officers, officials, employees or volunteers, shall apply in excess of, and not contribute with, Contractor's insurance.

(3) Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

(4) Any failure to comply with the reporting or other provisions of the insurance policies, including breaches of warranties, shall not affect coverage provided to City, and its respective elected and appointed officers, officials, employees or volunteers.

3. Workers' Compensation Coverage. Unless the City Manager otherwise agrees in writing, the insurer shall agree to waive all rights of subrogation

against City, and its respective elected and appointed officers, officials, employees and agents for losses arising from work performed by Contractor.

C. Other Requirements. Contractor agrees to deposit with City, at or before the effective date of this Agreement, certificates of insurance necessary to satisfy City that the insurance provisions of this contract have been complied with. The City may require that Contractor furnish City with copies of original endorsements effecting coverage required by this Exhibit "C". The certificates and endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. City reserves the right to inspect complete, certified copies of all required insurance policies, at any time.

1. Contractor shall furnish certificates and endorsements from each subcontractor identical to those Contractor provides.

2. Any deductibles or self-insured retentions must be declared to and approved by City. At the option of City, either the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects City or its respective elected or appointed officers, officials, employees and volunteers, or the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration, defense expenses and claims.

3. The procuring of such required policy or policies of insurance shall not be construed to limit Contractor's liability hereunder nor to fulfill the indemnification provisions and requirements of this Agreement.